



FRIENDS OF THE RIVER WEY - TERMS OF REFERENCE 2021

PURPOSE: To set out the remit of the Friends of the River Wey Group, referred to in this document as “The Group” and its relationship to the Town Council

SCOPE: The Group is intended to be a community led group which will develop, foster and maintain a network of individual volunteers and organisations with a common interest and intent to conserve, preserve and enhance the public open spaces known as Flood Meadows and the Lower Field at Will Hall Farm as well as the River Wey (where it is under the control of the Council) as it progresses through Alton.

This group will seek to engage as widely as possible with the local community to garner their views including:

- a. Alton general public and surrounding Parish residents
 - b. Relevant constituted and non-constituted bodies and clubs etc. within Alton.
 - c. The Environment Agency and other Statutory Authorities.
2. The Friends of the River Wey will seek to build and expand on the activities of the volunteer working group who currently meet on the 3rd Sunday of the month from 10am to 12 noon.
3. The Friends of the River Wey will also be a point of contact by the Town Council for the dissemination of information relating to the site and a source of feedback to help assist the Open Spaces Committee in setting priorities for Flood Meadows, the Lower Field and the River (where it is under the control of the Council) and associated budget setting requirements.
4. Management and responsibility for Flood Meadows, the Lower Field and the River (where it is under the control of the Council) will remain an Alton Town Council responsibility. All activities at the locations should be notified and approved by the Town Hall in advance of their taking place by way of a works schedule.

GROUP STRUCTURE

The Group is to be community led, will appoint its own chair and meeting organisers.

Members of the group are encouraged from Alton and the surrounding area.

The Town Council will appoint at least one councillor to sit on the group in an advisory capacity.

FUNDING

For financial year 2021/22 the group will not have any devolved budget. The Town Council will consider the inclusion of a small devolved budget for subsequent years to assist with maintenance works carried out by volunteers.

If the group wish to consider a significant project, they are requested to approach the Town Council

in the first instance with a funding bid but may also wish to consider third party grant funding opportunities.

REMIT

The group has no delegated authority to act on behalf of the Council and may only undertake activities approved in advance on site.

A schedule of planned proposed works by the Friends planned for the year should be agreed with the Town Hall on an annual/bi-annual or quarterly basis (as necessary) and should seek to complement and enhance any Management Plan in existence for these locations and any works carried out by the Council.

The group has no authority to direct the work of either the Town Hall Staff or the Town Council Grounds Team. All requests for assistance should be put through the Open Spaces Committee

INSURANCE

A list of members of the group should be provided to the Town Council so that they can be classed as ‘known volunteers’. This list can be reviewed as often as necessary.

As a recognised volunteer group working with the Town Council on its land, registered volunteers working on site during working party sessions are covered by the Town Council’s public liability and volunteers’ insurance policy. No unauthorized activities by volunteers will be covered nor volunteers who are not known to the Council.

EQUIPMENT

The Friends Group will be provided with storage facility to be installed on site which can be used for tools, changing and as a meeting point. The Group will be given £250 to spend on purchasing any necessary hand tools. Additional tools may be provided by the Town Council upon request in advance of being required. The Town Council will also maintain access to any storage facility and will remove any bags of rubbish stored in the facility upon request (eg after a volunteer session on site, litter pick, etc..)

REPORTING

The group will nominate a member to compile a quarterly report to be submitted back to the Open Spaces Committee on a quarterly basis to aid in decision making. The reports may comprise of, but are not limited to, a summary of any meetings held, work undertaken and proposals for future work to be carried out. Reports must be submitted at a minimum 3 clear working days before a committee meeting but it is recommended to be submitted as far in advance as possible.