

Kersey Parish Council KVG (Kersey Volunteer Group) Working Group

Terms of Reference May 2026

Introduction

In 2018 the Parish Council agreed to set up the Kersey Volunteer Group, a working group of the Parish Council to co-ordinate year-round litter collection, reporting of potholes and fly-tipping in the Parish. This would help make Kersey a cleaner, safer, more attractive and pleasant place to live and visit.

Volunteers will be allocated a specific area to monitor and will be provided with litter pickers, hi-visibility vests, guidelines and information on how to report problems.

The Parish Council will provide insurance cover for working group volunteers.

As a Working Group of the Parish Council all decisions need to be ratified by the Parish Council.

Local Council Power: Highways Act 1980 s 96 maintain roadside verges.

KVG Responsibilities:

- All volunteers to be allocated a specific area to monitor.
- All volunteers to be given equipment and appropriate training as required.
- To give all volunteers a copy of the risk assessment.
- To get all decisions incurring expenditure ratified by the Parish Council.
- To report to the Parish Council at each council meeting with a copy report for the Clerk.
- To give the Clerk a copy of meeting notes of the KVG Working Group meetings and a list of all the volunteers.
- To agree with the Clerk the annual budget for the KVG Working Group for ratification by the Parish Council at the budget meeting in November.

The Parish Council Responsibilities:

- Nominations of Councillors to the Working Group.
- To arrange insurance cover for the working group volunteers.
- To maintain the KVG financial accounts.
- To provide any equipment needed by the volunteers, such as litter pickers and hi-visibility vests.
- To raise invoices and receive payments.
- To review volunteer risk assessment regularly, a copy to be given to all volunteers.