

Everton Parish Council

Terms of Reference – EPC Lengthsman Scheme

1. Purpose

To oversee the operation of the Lengthsman Scheme within the parish and ensure that local maintenance tasks are carried out effectively, in line with Parish Council priorities and community needs.

2. Role

The appointed Council Members will:

- a. Act as the main point of contact between the Parish Council and the Lengthsman contractor.
- b. Monitor the standard and scope of work carried out under the scheme (e.g. verge cutting, drain clearance, minor repairs, signage cleaning, etc.).
- c. Identify and prioritise tasks in coordination with the Clerk, other councillors, and residents.
- d. Ensure that work is carried out safely, efficiently, and in accordance with any contractual or funding requirements.
- e. Report any issues, delays, or concerns to the Parish Council.
- f. Help ensure good communication and record-keeping between the Lengthsman and the Council.
- g. Support the Clerk in preparing any necessary reports or grant-related documentation associated with the scheme.

3. Appointment and Term

- a. The Council Members will be appointed by resolution of the Parish Council at the Annual Parish Council Meeting or as needed.
- b. The term of appointment is four years, renewable at the Council's discretion.
- c. Council Members may be replaced or removed by Parish Council resolution at any time.

4. Outputs

- a. **Reporting:** The Council Members should provide a brief report or verbal update at Parish Council meetings, particularly if issues have arisen or new tasks are proposed.
- b. **Partnership Working:** Work in partnership with the Nottinghamshire County Council, and relevant authorities, for the betterment of the Parish.

5. Conduct and Limitations

- a. The Council Members must act in line with the Parish Council's Code of Conduct.
- b. These ToR do not grant authority to make binding decisions or financial commitments on behalf of the Parish Council unless formally delegated.
- c. Any disputes or serious matters must be referred to the Clerk or full Council.

6. Review

These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Adopted by Everton Parish Council on: 7th July 2025

Signed:  (Chair of Everton Parish Council)

EPC Council Lead: Councillor S Wiles
EPC Council Member: Councillor B Upton

Clerk to the Council: Mr C Bryant