

BOYLESTONE SIGN & STREET FURNITURE WORKING GROUP

BACKGROUND:

Throughout the village there are a number of signs that are broken, dirty or non-existent.

A couple of the boundary signs are broken as are some of the road naming signs. There is also a possibility that some signage is non-compliant with Derbyshire County Council requirements.

Street furniture – planters, benches etc. have been installed over the years without the necessary DCC permission/licences which means they may be removed at any time.

Comments have been made about the village boundary signs i) that a couple are broken and ii) that it would be nice to have signs that are more attractive and reflect the village of Boylestone.

The 30mph signs have been assessed by DCC. Some signs are scheduled to be replaced and a Job Number has been raised for the work.

PURPOSE OF THIS WORKING GROUP:

To locate, assess/survey all signs and street furniture throughout Boylestone.

To identify any signs that may be required, or require replacing or cleaning this applies also to street furniture.

To clean signage etc if required

To seek input from all residents i.e. consult to identify thoughts on types/styles of boundary signs and/or others that residents would support.

To make recommendations if relevant of what and where signs should be located.

To if appropriate seek quotes for signs and contractors to carry out any installation of signs.

To liaise with the appropriate authorities on any matters including Derbyshire County Council Highways Department regarding application for licenses and identifying locations for and types of permissible signage; Derbyshire Dales District Council for replacement or installation of road naming signs and any others that may be applicable.

It is proposed that this Working Group will be for one year only – all Working Groups are reviewed at the Annual Parish Council Meetings held in May.

MEMBERSHIP

2 x Parish Councillors –

3/4 x Members of the public –

Additional members with additional knowledge/expertise may be co-opted with the agreement of the Parish Council members of the Working Group.

Any member of the Parish Council and the Clerk can join or participate in the Working Group at any time.

LEADER

The Leader will be appointed at the first meeting of the Working Group

The leader will be the main point of contact for the Clerk to the Parish Council, Council members and members of the public.

The leader will be responsible for providing regular updates on the Working Group's activities including outline of the Group's proposed next steps if any, for review by the Council.

The leader will be responsible for notifying the Clerk of an agenda item for full Parish Council meetings. i.e. supplying a report and/or recommendations etc.

POWERS

The tasks are as outlined above in "Purpose of the Working Group" The Working Group cannot make decisions on behalf of the Parish Council and any recommendations made by the Working Group including recommendations on expenditure will be subject to the approval by the Full Council.

RESPONSIBILITIES

1. To tackle issues as directed by the Parish Council.
2. To be task specific and time limited.
3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the parish Council.
4. To act as experts and/or liaise with experts.
5. To ensure any actions are in accordance with Parish Council policies and procedures.
6. To make recommendations to the Parish Council.
7. To explain the recommendations, reasons, options to the Full Parish Council by way of a written report.
8. To answer questions from the Parish Council.
9. No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.
10. The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

MEETINGS

The Working Group does not need to meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working Group.

Formal agendas and Minutes are not required. The Clerk to the Council will be notified of any meeting with at least 3 working days' notice.

The quorum of the group shall be 3 members, 2 of which must be elected members of the Council. The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Parish Council at its Annual Meeting if required.

Frequency of Meetings will be as required.

HEALTH & SAFETY

The Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

All employees, contractors and voluntary helpers will be given a copy of the Council's Health & Safety at Work Policy.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.

Volunteers

All volunteer activities which involve more than attendance at meetings e.g. locating, assessing, cleaning road signs etc. will be risk assessed.

Appropriate protective clothing, equipment will be provided.

MEMBERSHIP

2 or 3 parish Councillors – HLW &

3 or 4 Residents – Suggest from different parts of village

