



## **Countryside Conservation Volunteer Working Group Terms of Reference**

1. The Countryside Conservation Volunteer Working Group is constituted to research and set up a volunteer work group to support Hampshire Countryside Services in maintaining Rights of Way in the Parish of Odiham.
2. Membership shall be informal but must include at least two Councillors at each meeting and will be supported by an OPC officer, where possible.
3. The working group may invite community representatives who will not have voting rights.
4. The working group may appoint its own chair.
5. Typical tasks, not limited to, may include:
  - Footpath clearance.
  - Wild flower planting.
  - Attracting volunteers.
  - Identifying problem areas and reporting to Hampshire Countryside Services.
  - Sourcing funding for rights of way projects.
  - Recommending related project ideas to the full Council.
  - Make recommendations for tools or equipment.
6. In delivering these objectives, the working Group shall have authority to:
  - i) Advertise for volunteers. Any campaigns or correspondence must be through the Parish Council office.
  - ii) Arrange volunteer work days.
  - iii) Liaise with third party organisations. Any correspondence to volunteer groups, the community or sourcing of quotes must be via the Parish Council office.
  - iv) Request and review data from contractors and principal authorities.
7. The working group does not have delegated financial authority, however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
8. The working group must abide by OPC's Health & Safety Policy and Environment and Climate Change Action Plan.



9. The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
10. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
11. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.