

Kington Town Council

Lengthsman Scheme

1.

a) **Management and supervision:**

- i) *The Lengthsman Group* to have responsibility for overall management of the Lengthsman Scheme with clear terms of reference to be determined by the Council and to include: (note examples only)
 - (a) Liaison with Amey (now responsible for the Scheme on behalf of Herefordshire Council) on contractual arrangements
 - (b) Monitoring income and expenditure together with the Clerk
 - (c) Annually reviewing tasks for the Lengthsman
 - (d) Maintaining a calendar of regular tasks
 - (e) Publicising the scheme (KTC website, noticeboard etc) to encourage public input (e.g. suggestions for jobs that need doing in the town) and monitoring.
- ii) Scrutiny Committee to draw up and recommend to Council terms of reference for the Lengthsman Group including suggested items in Recommendation 1
- iii) Works Orders issued by the *Clerk* to be circulated to all *councillors* to check on the works in their area and report back to Lengthsman Group before payments are made.
- iv) Hard copy of all Works Orders to be kept in a separate Lengthsman File and available at *F&GP and Planning* committee meetings and for public inspection.
- v) Lengthsman be invited to attend *Lengthsman Group* meetings at least twice yearly and to all Parish Walk meetings, and encouraged to work in co-operation with Parish Footpath Officer, Amey and HC Streetscene operative.

b) **Financial management:**

- i) Before payment, *F&GP* to have evidence of work completed and reports on quality and that this information be included in the minutes, Example below:¹

<p>12 November \$ 2 hours \$ sweep up leaves from Colliers lane to Phone box. 16 November \$ 4 hours \$ sweep up leaves with In Bloomers, Village hall, Schod to Village green. Phone box to cinder path. Bag up and take to compost. 23 November \$ 4 hours \$ sweep up leaves at entrance to Dan quarry and grass verges in front of North View. Bags of rubbish from Schod to compost heap. 30 November \$ 5 hours \$ Gritting road junctions, clear path from Collier Lane to bus stop, clear both bus stops and grit path to shops from Holywell Lane</p>
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¹ Example taken from Shadwell Parish Council

- ii) Income and expenditure to be reported to *F&GP* quarterly.
- c) **Contract reviews:** It has already been agreed that *Scrutiny Committee* review KTC contract procedures and report to Council on any recommended changes. All contracts should be kept in a known and safe place and copies lodged with at HSBC. A schedule of current contracts and review dates should be tabled at the Annual Meeting for all councillors.

2. Other issues.

- a) There are other issues related to the current contract, which because of the nature will be required to be dealt with in confidence.
- b) Issues have also been identified in relation to the contract for the Recreation Ground. The Recreation Ground Trust at a separate meeting will consider these.

21 March 2011.