

Wirksworth Town Council

Stoney Wood including Star Disc

The purpose of this document is to identify the division of responsibility between Stoney Wood Group and the Town Council, building on the agreement established in 2008 (Appendix 1 shows proposed revised document with revisions in italics).

Wirksworth Town Council (WTC) is the owner of the Stoney Wood.

The Stoney Wood Group*(SWG) are a constituted voluntary group (*originally referred to as Wirksworth Community Woodland Association), established to manage and promote the Woodland on behalf of the Town Council. The group's constitution is provided in Appendix 2

Wirksworth Town Council provide an annual grant to the group (£2200 in 2016/17).

The following table is intended to act as a guide regarding responsibility for various aspects of the maintenance and obligations (on the Town Council) arising from ownership. The list is not exhaustive, nor is it intended to rigidly define responsibilities; it is expected that both SWG and the Town Clerk should liaise to resolve any grey areas as they may arise.

Stoney Wood Group will liaise with other groups such as Star Disk Trust involved with the Wood, especially in regard to proposals to change or improve facilities, providing a single conduit to the Town Council.

The spirit of this agreement is:-

The Town Council undertake any remedial works/action where failure to undertake an action would result in liability.

Stoney Wood Group undertake minor/routine maintenance, promotion and development of the site.

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Activity/Area	WTC	SWG
Inspection of Stoney Wood (weekly)	✓	
RoSPA Inspection (yearly)	✓	
Maintenance of Benches/ Seats	✓	
Fencing	✓	
Ornamental Gates		Minor maintenance only
Community Orchard		General maintenance
Foot Bridge		Minor maintenance only
Peace Pole		Minor maintenance only
Firepit		Minor maintenance only
Star Disc		Minor maintenance only
Signage (to comply with H&S)	✓	
Signage (interpretation boards etc)		✓
Grass Cutting		✓
Trees	Employ arborculturalist	Minor maintenance only
Woodland Management Plan		✓
Event Organisation		✓
Promotion of the facilities/Events		✓

Appendix 1



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

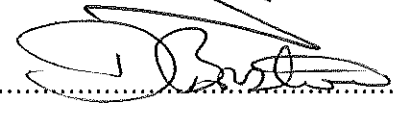
Clerk to the Town Council & Responsible Financial Officer:
Paul Jennings

23/1/2017

AGREEMENT BETWEEN WIRKSWORTH TOWN COUNCIL AND THE STONEY WOOD GROUP IN RELATION TO RESPONSIBILITIES AND TERMS OF REFERENCE:

- The Town Council will pass to the Stoney Wood Group an annual budget for maintenance, improvements, minor health & safety issues, and projects.
- The Town Council as land owner provide public liability insurance cover for Stoney Wood (*any event run by SWG or other entity must have event specific insurance*).
- The Town Council has overall responsibility for all health & safety matters, including weekly inspection.
- As site users, all problems occurring at Stoney Wood will be reported by SWG telephone or email to the Town Council as soon as possible.
- Stoney Wood Group will give a presentation to the Town Council each year.
- The Stoney Wood Group Accounts will be presented to the Town Council each year.
- The Stoney Wood Group Minutes will be forwarded to the Town Council on a regular basis.
- An invitation to SWG AGM will be sent to the Town Council by the Stoney Wood Group each year, *the meeting to be held in the Council Chamber, Town Hall. As the business transacted is on behalf of the Town Council, no charge will accrue.*
- The Stoney Wood Group will maintain and develop Stoney Wood *within the remit and purpose of their constitution*. However, details of substantial projects will be relayed to the Town Council via the Town Council representative on the Stoney Wood Group.
- The Town Council has the right to place a veto on any proposal.

Signed on behalf of the Town Council  20/2/17

Signed on behalf of the Stoney Wood Group  22/2/17

Adopted: 23/01/2017

Minute No: C139/16

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Appendix 2

THE CONSTITUTION OF THE WIRKSWORTH COMMUNITY WOODLAND ASSOCIATION

Name

The Name is the Wirksworth Community Woodland Association and is hereinafter referred to as 'The Stoney Wood Group'.

Location

The main focus of The Stoney Wood Group is the reclaimed quarry site, to the west of the B5023 at Ordnance Survey grid reference SK286543, hereinafter referred to as the 'Woodland'.

Objects

The group has a vision that:

The Woodland will be a wooded area of mixed native tree species, incorporating both areas of tree cover and native grassland, and one that encourages the diversity of wildlife. It shall be used and valued by the whole community.

The objects for which the Stoney Wood Group is established are to act on behalf of the landowners, Wirksworth Town Council, hereinafter referred to as the 'Council'.

- a) To act within the delegated powers and the terms of reference given to the group by the Council and to report back to and take advice from the Council on matters related to the establishment and management of the Woodland.
- b) To manage the development of a woodland which is accessible to, and for the benefit of, the community of Wirksworth.
- c) To enquire into and raise finance to both establish and manage the site in accordance with the Woodland Management Plan.
- d) To ensure the Woodland meets all prevailing Health & Safety legislation and that public safety is assured at all times.

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- e) To provide opportunities for the community to become involved in development and management of the Woodland and to provide educational and recreational opportunities for people of all ages.
- f) To ensure that the environmental integrity of the site is upheld in line with the Woodland Management Plan and the principles laid out in the Mid-Derbyshire Biodiversity Action Plan.
- g) The Stoney Wood Group shall be a non-political organisation and non-sectarian in religion.

Membership

Membership of the Stoney Wood Group shall be open to all who share the vision of the group, upon payment of an annual membership fee (the rate of which shall be set annually at the AGM), irrespective of age, sex, race, nationality or political opinion.

Finance

- a) All monies raised by or on behalf of the Stoney Wood Group shall be applied to further the above objects, and for no other purpose.
- b) An account shall be opened in the name of the Stoney Wood Group with a suitable bank or building society.
- c) The Stoney Wood Group shall authorise in writing three members to sign cheques on its behalf. At least one signatory shall be the Community Woodland Officer appointed by the council, and two signatures shall be required for each cheque.

Officers and Committee

- a) The Stoney Wood Group shall be managed by a committee comprising of Chair Person, Community Woodland Officer, Treasurer, Secretary and elected members from the group. One member of this committee shall be a member of the Council.
- b) The Committee shall have the power to appoint and elect to the committee should a vacancy arise through resignation during the serving year.
- c) The Committee shall retire annually but shall be eligible for re-election at the Annual General Meeting. The Community Woodland Officer shall be appointed by the Council.
- d) The Treasurer shall keep an account of all monies received and paid to him/her for and on behalf of the group and shall pay all accounts approved by the Committee. He/she shall present to the members, at the AGM, a duly

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audited statement of accounts showing all financial transactions of the group made up to the 31st December each year.

- e) The Secretary shall keep a record of the proceedings of the Stoney Wood Group in a file to be kept for that purpose and shall keep a correct roll of members. A copy of the minutes shall be forwarded to the Town Clerk.

Members Meetings

- a) The Annual General Meeting shall be held between the 1st January and the 31st March each year as decided by the group. At such meetings the Chair Person, on behalf of the committee shall present a report with reference to all matters which have been dealt with during that year. At least fourteen days notice shall be given of this meeting, posted at the Council notice board.
- b) Five members shall form a quorum at a Committee meeting.
- c) A general meeting may be called at the request of ten members or by the committee at any time.
- d) One third of the membership or ten members shall form a quorum at a General Meeting.
- e) At a General Meeting, every current member of the group shall have a vote which may be exercised by a show of hands or, if it is considered more appropriate, by a closed ballot.
- f) In the absence of the Chair Person from any meeting, the members present at the meeting shall elect a chair person to preside at that meeting.

Alterations to the Rules

No alterations shall be made in these rules except by a resolution duly passed by two-thirds of the members present and voting at a special General Meeting of members or the Annual General Meeting. Fourteen days notice in writing of any proposed alteration shall be given to all members.

Dissolution

In the event of the group ceasing to function a resolution to wind up the group can be duly passed by two-thirds of the members present and voting at a special General Meeting of members or the Annual General Meeting. All monies and other assets will then pass to Wirksworth Town Council for distribution to other voluntary groups with similar aims.