

TELSCOMBE TOWN COUNCIL



Governance Framework between Telscombe Town Council and the Telscombe Greenspace Volunteers CIO

1. Purpose

This Framework sets out the governance arrangements between Telscombe Town Council ('the Council') and the Telscombe Greenspace Volunteers CIO ('the CIO'). Its purpose is to ensure that activities undertaken by the CIO on Council-owned land are transparent, properly authorised, safe, and align with the Council's strategic priorities.

2. Basis of the Relationship

This document:

- Supplements the original terms and intent under which the CIO was established.
- Clarifies responsibilities, processes, and expectations for both parties.
- Will be reviewed annually to ensure it remains fit for purpose.

3. Roles and Responsibilities

3.1 The Council

- Retains ownership, control, and final decision-making authority over all Council-owned land.
- May delegate specified functions to the CIO only where appropriate and where adequate controls, risk assessments, and reporting mechanisms are in place.
- Must ensure that all activities undertaken on Council-owned land comply with the Council's policies, procedures, statutory obligations, and insurance requirements.

3.2 The CIO

- Operates as an independent charitable organisation with its own governance structure and public liability insurance cover of £2m.
- Must ensure its activities align with the purpose for which it was established and comply with charity law.
- Must comply with the requirements of this Framework when undertaking any activity on Council-owned land.

4. Approval to Undertake Activities on Council-Owned Land

- The CIO is required to obtain prior Council approval for all works, events, habitat management activities, volunteering sessions, and contractor-led operations undertaken on Council land as follows:
 - Notification must be provided to the Town Clerk at the initiation of any proposal, upon which the Town Clerk will seek majority approval from members of the Amenities & Civic Centre Committee, excluding those who also serve as Trustees of the CIO.

TELSCOMBE TOWN COUNCIL



- Approval may be granted via email (subject to subsequent ratification at Committee) or at a scheduled Committee meeting, dependent upon the scope and timing of the proposal. The Town Clerk will formally communicate the outcome to the CIO.
- Requests must include:
 - Activity description, dates, and location
 - Expected volunteers/contractors
 - Purpose and outcomes
 - Any land management or environmental implications

The Council may approve, request changes, or decline.

4.1 Use of Contractors

Where contractors, consultants, or external specialists are to be engaged by the CIO for work on Council-owned land, the CIO must provide the Council with:

- Evidence of public liability and employer's liability insurance
- Relevant qualifications, competencies, and certifications
- A full Risk Assessment and Method Statement (RAMS)
- Any relevant licences or permits

Approval **must** be obtained before any contractor begins work.

5. Grant Funding

The CIO must inform the Council at the earliest opportunity when potential grant funding is identified and before submitting any expression of interest, providing full project details (as set out in Section 4) so that prior approval can be obtained from the Council.

6. Health, Safety, and Risk Management

- The CIO must ensure that all activities comply with relevant health and safety legislation, including risk assessments for volunteering tasks and maintain appropriate insurance, providing evidence yearly on request.
- All incidents or near-misses on Council land must be reported to the Council within 48 hours.

7. Policies and Procedures

All CIO activities on Council-owned land must comply with relevant Council policies. Where the CIO has its own policies, they must be consistent with those of the Council.

8. Lewes District Council Notification

The Council must notify Lewes District Council of any proposals that would alter the park's landscaping and obtain confirmation that the works may proceed, including clarification on whether planning permission is required.

TELSCOMBE TOWN COUNCIL



9. Communication and Reporting

- The Council and CIO will meet at least annually to discuss activities, risks, and future plans.
- Each year the CIO will provide the Council with:
 - An annual summary of activities carried out on Council land
 - Any governance updates

10. Conflicts of Interest

- Both parties must ensure that conflicts of interest are declared, managed, and recorded, and that decisions are made in the best interests of the community and the protection of Council assets.
- The declaration should be managed in accordance with Standing Order 13 C and the requirements of the Council's Code of Conduct.

11. Review and Withdrawal of Permission

- The Council may amend this Framework at any time.
- The Council may suspend or withdraw the CIO's permission to operate on Council-owned land if requirements are not met or if risks become unacceptable.

Policy	Governance Framework between TTC and the Telscombe Greenspace Volunteers CIO
Review Cycle	Annually
Date Last Adopted	10.12.2025
Previous Adoption Dates	n/a
Responsibility	Policy & Resources Committee and then adoption by Full Council