

## **Terms of reference: Volunteer Tree Warden**

Approved by Council 24 February 2025

### Purpose and Aim

As part of a range of measures to assist in achieving its aims of a cleaner, safer, kinder Broadstairs and St Peter's, the Town Council has appointed a Volunteer Tree Warden.

The appointment of the Volunteer Tree Warden will be made annually at the Annual Council Meeting, at the discretion of the Council. The post may be held by a non-councillor. The same person may be re-elected.

For civic year 2025-26 \_\_\_\_\_ has been appointed. (minute xxx).

### Roles and responsibilities

The role of the Volunteer Tree Warden is to assist the Council in improving and increasing the provision of trees and hedges in the Town in line with the Town Council's Action Plan.

The Volunteer Tree Warden is invited to attend Planning Committee meetings and Environment Committee meetings in an advisory capacity.

### Scope and functions

- To bring to the attention of the Council's Planning Committee, applications in Broadstairs and St Peter's which may adversely affect the trees.
- To work with the Town Council on tree related issues, identifying risks and opportunities for the benefit of the whole community.
- Identify locations for new plantings
- Maintain a watching brief on trees and hedges in BSP on behalf of the Town Council including advising on TPOs.

Other initiatives may follow on from this or may be suggested by other members of the Council.

### Decision making

The Volunteer Tree Warden does not have any decision-making powers and is not authorised to represent the Council with any third party.

### Spending/budget

No specific budget has been made established, although funds may be available for Council approved projects from the tree planting budget and the environment initiatives budget.

### Available Resources

Reasonable expenses incurred whilst undertaking the role of Tree Warden may be reimbursed by prior agreement with the Town Clerk.

Whilst undertaking approved works on behalf of the Town Council, the Volunteer Tree Warden will be covered by the Town Council's insurance policy.

The Volunteer Tree Warden will be allocated an official @broadstairs.gov.co.uk email address which may only be used for Town Council approved correspondence and in accordance with the Town Council's policies and procedures.

### Risks and restraints.

The Volunteer Tree Warden should not advise on the safety or health of a tree unless qualified to do so but may offer suggestions.

The Volunteer Tree Warden is not empowered to agree actions or enter into any financial commitment on the Council's behalf.

When corresponding or liaising with third parties or using social media in the role of Volunteer Tree Warden, only the corporate views of the Council may be expressed.

The Volunteer Tree Warden must abide by the Town Council's policies and procedures including but not limited to its Code of Conduct, Web and Social Media Policy, Media Policy, Public Relations Policy and Health and Safety Policy.

### Success factors, evaluation, outcomes, outputs

To be considered by Council