

# FACTSHEET – GUIDANCE FOR GREEN GROUPS WORKING IN BURY PARKS AND GREEN SPACES

## Introduction

Many of the parks and green spaces in Bury are managed by voluntary, community and social enterprise organisations with support from Bury Council.

Green groups in Bury undertake a variety of tasks including:

- Conservation tasks such as woodland management and vegetation clearance
- Planting bulbs or other decorative plants
- Planting for biodiversity, such as wildflower seeding or native plants
- Litter picking, either regular or clearing problem areas
- Orchard planting and management
- Enhancing wildlife biodiversity, for example by creating new wildlife habitats

## Setting up a new group

The first step to setting up a new green group will be to speak to the council to see if it is possible to undertake work at your desired site. Once you have received permission to go ahead, Bury VCFA is available to provide support with setting up a new group.

Your group will be managed by a committee with the roles of Chair, Treasurer and Secretary as a minimum. The committee will make decisions on how the group will be run and will be responsible for managing the accounts, volunteers/staff and taking out insurance.

There are a number of documents and policies that you will need to have in place when you set up the new group:

### New group checklist

- A minimum 3 people to form the initial committee
- A governing document that outlines the aims and powers of the group
- Policies including safeguarding, volunteering and health and safety
- Volunteer role descriptions
- Risk assessments that cover the work being carried out
- Tools and equipment for you to carry out the work
- Insurance to cover the committee, volunteers and equipment
- A bank account to store your organisations funds

It is important to have your group set up with the relevant policies and insurance in place before you start any work. Bury VCFA have policy templates that you can use to help you get started.



0161 518 5550

Charity no. 1182039



[fundinganddevelopment@buryvcfa.org.uk](mailto:fundinganddevelopment@buryvcfa.org.uk)



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VOLUNTARY  
COMMUNITY  
& FAITH  
ALLIANCE

## Funding and Donations

Local funding grants are available through Bury VCFA and support is available if you have not applied for funding before. Bury VCFA also offer funding searches to help you find funding for your project.

Other sources of funding are also available including donations from your local councillor or Rotary Club which will help to cover start up costs such as insurance and tools.

Once you have set up your group and have a bank account, you will also be able to fundraise to build up some unrestricted funds. Many groups fundraise by holding plant sales or events in the park.

Local businesses such as supermarkets and garden centres may also be able to donate plants and equipment to your group to help you get started.

There are also established schemes to help growing groups:

### Recycle for Greater Manchester-compost

Recycle for Greater Manchester have a compost scheme where they donate one tonne of compost to community groups. You can apply once a year to receive one tonne of compost. Please note, that this will be delivered in one go, so make sure that you have the space to receive it.

Apply online at <https://recycleforgreatermanchester.com/compost-donation/>

### Treestation- wood chippings

Treestation offer a community benefit scheme of low cost woodchippings for community projects. Loose woodchip: approx. 1 tonne/8ft van load, £66 inc. VAT.

Contact: Patricia Spray [patricia@treestation.co.uk](mailto:patricia@treestation.co.uk) or 0161 231 3333

## Further Support

### Bury VCFA

0161 518 5550

[fundinganddevelopment@buryvcfa.org.uk](mailto:fundinganddevelopment@buryvcfa.org.uk) (for new group set up and funding support)

[volunteering@buryvcfa.org.uk](mailto:volunteering@buryvcfa.org.uk) (for volunteering support)

### Bury Council Parks and Countryside Department

Contact for support with permissions for undertaking new work on council owned land.

Kathy Taylor- Volunteer Support and Development Officer

Email: [kathryn.taylor@bury.gov.uk](mailto:kathryn.taylor@bury.gov.uk)



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