

# **Staunton Meend Management Committee**

## **Terms of Reference**

### **General**

1. The Staunton Meend Management Committee shall be a Standing Committee of the Parish Council.
2. The committee shall operate within the requirements of the Parish Council Standing Orders.
3. The committee may be called upon by the Council for a report on any decision or action taken.
4. All committee expenditure will be within the approved budget.
5. Where the committee proposes a new major project or policy it shall submit its proposal to a meeting of the Full Council.

### **Terms of reference**

1. Membership of the committee group shall consist of up to five voting members, including at least three Parish Councillors.
2. The committee shall be subject to a quorum of three of its members.
3. The committee shall elect a chairman and vice-chairman annually at the first meeting of the committee after the Annual Meeting of the Parish Council meeting.
4. All voting members of the committee shall be elected annually by Full Council at the Annual Meeting of the Parish Council.
5. The committee may co-opt up to three non-voting expert advisors and/or representatives of interested parties as considered necessary
6. All meetings of the committee shall be publicised via an agenda detailing the time, date and location of the meeting and the matters to be discussed. A copy of the agenda shall be placed on the Parish's notice boards at least 5 days in advance of any meeting. A copy of the agenda shall also be sent to the Clerk for publication on the Parish Council's website at least 5 days prior to any meeting.
7. All meetings of the committee shall be public meetings, which shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost convened in accordance with the Parish Council's standing orders.

8. All meetings of the committee shall be minuted by a member of the committee and provided to the Clerk for publication on the Parish Council's website within 4 weeks of the meeting taking place

9. A minimum of four meetings of the committee shall be held in each year on such dates as the committee may direct.

### **Specific responsibilities of the Committee**

1. To ensure that Staunton Meend is managed in the interests of its wildlife and for the quiet enjoyment of the local community and visitors.

2. To conduct the business of the Committee in a manner that reflects the standards and conduct expected of the Full Council;

3. To draft a ten year Management Plan for Staunton Meend for approval by Full Council;

4. To develop an annual budget to implement the approved Management Plan in conjunction with the Clerk and submit this to Full Council for approval by the end of October each year;

5. To implement works within the approved Management Plan by:

a. Arranging volunteer activities and ensuring these activities are undertaken in a safe and timely way;

b. Developing grant applications in conjunction with Clerk for approval by Full Council, and liaising with and reporting to funders as required;

c. Ordering goods where such costs have been approved within the annual budget or else seeking prior approval for these from Full Council;

d. Ordering and supervising services where such costs have been approved within the annual budget or else seeking prior approval for these from Full Council;

e. Consulting with relevant authorities and the community where appropriate.

6. Undertaking emergency works to ensure public health or animal welfare up to a maximum value of £250, informing the Clerk/Full Council of such action as soon as possible. Where further emergency works are required to ensure public health and safety or animal welfare to liaise with the Parish Clerk, or in their absence the Chairman of the Parish Council, to seek authorisation for any expenditure higher than £250. Any authorisation shall be made in accordance with the Parish Council's Financial Regulations.

7. To monitor the approved Management Plan and report to Full Council on its implementation at least bi- annually.

8. To review the approved Management Plan every 5 years, or sooner where required, and submit revisions to Full Council for approval.

9. To seek approval from Full Council for any actions not contained within, or which deviate significantly from, the approved Management Plan.

10. To resolve any complaints or problems relating to the implementation of the approved Management Plan quickly and where unable to do so, reporting these promptly to the Clerk/Full Council as appropriate.

11. To at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Record of Document Change		
Issue	Date	Change
Draft 1	01 July 2019	Document created in draft form for Parish Council consultation
Draft 1 approved by Parish Council	9 <sup>th</sup> July 2019	