

Yaxham Parish Council
Yaxham Woodlands Working Group - Terms of Reference – April 2021

The Yaxham Woodlands Working Group Terms of Reference were adopted by Yaxham Parish Council on Thursday 22nd April 2021. All references to a “meeting” or “meetings” shall include both physical or virtual meetings over Zoom or similar.

Objective:

To create a “string of pearls” in and around the parish of Yaxham, of managed woodland linked where possible by agreed paths, open to and for the benefit of the residents of the parish; and

As part of this to maintain and enhance the land known as Pinns Corner and managed by Yaxham Parish Council on behalf of Norfolk County Council Highways

Role of the Working Group

- 1) To manage the work on behalf of Yaxham Parish Council to achieve the vision in an open and inclusive manner, open to and involving all the residents and organisations within the parish.
- 2) To develop proposals to the Parish Council if and when there maybe opportunities to take on to manage further such woodland areas and paths that may become available within the parish – provided public access is secured.
- 3) To seek prudent grant funding consistent with these objectives.
- 4) To work with like-minded organisations for help, guidance and funding.
- 5) To organise regular volunteer working parties to help maintain these areas and propose to the Parish Council the arrangement for contractors for more significant work.
- 6) To report regularly to the Parish Council on the Working Group’s activities.

Members of the Working Group

To be [nine] residents of Yaxham, including two Parish Councillors (see attachment 1)

Quorum

The quorum of the Committee shall be [four] Members.

Voting

Only the members present may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

Officers

The Officers of the Working Group shall be elected once a year at its first meeting after the Parish Councillors.

Income & Expenditure

All Working Group funds shall be held by the Parish Council and ear-marked for the purposes of the Working Group. Any payments by the Working Group will need to be agreed at a Parish Council meeting unless otherwise agreed by the Parish Council in advance.

Minutes

A copy of the minutes of each meeting shall be provided to the Clerk to the Parish Council.

Procedures

Meetings will be held on an as and when needed basis. The Working Group will operate in-line with the Parish Council’s Standing Orders and all other relevant Policies (including Health & Safety, Safeguarding, GDPR and Risk Assessments), Insurances etc of the Parish Council.

Terms of Reference The Working Group shall review the Terms of Reference as and when necessary and make appropriate recommendations for amendment to the Parish Council.

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NB (9 members and Quorum of 4 is initial suggestion, could be 7 & 3 or 11 & 5 etc – choose a number and can always amend this at a later date if too high or too low)

Attachment 1 – Membership of the Working Group

As at the date of this document the membership of the Working Group includes:

Ben Futter, Chairman
Simon Salter, Vice-Chairman
Katy Marczewski, Treasurer
Susan Martin, Secretary
Michelle Salter
Avice Osborne
Brian Osborne
Chris Couves, Parish Councillor
Maggie Oechsle, Parish Councillor