

Terms of Reference

Millennium Copse Management Group

1. Membership

- a. The group shall have the same status as other sub-committees in relation to Standing Order 4c and shall accordingly be open to non-council members.
- b. The group shall comprise no more than six members nominated at the Annual Parish Council meeting in May every year, at least two of whom shall be Parish Councillors.
- c. The group shall appoint a lead person to serve as the principal point of contact for the day to day management of the Millennium Copse.
- d. The group shall be subject to a quorum of three of its members which shall include one Councillor.

2. Chair

- a. The group shall elect a Parish Councillor as its Chair annually at its first meeting after the Annual Parish Council meeting.
- b. The group shall, if it so wishes, elect a vice-chair annually at the first meeting of the committee after the Annual Parish Council meeting.
- c. In the event of neither the chair nor vice-chair being present at a meeting, the chair for that particular meeting shall be elected by those members present provided the meeting is quorate.

3. Meetings

- a. Meetings of the group shall take place at least **two** times per year.
- b. All members shall be notified of the date, time and place of meetings at least seven days in advance.
- c. All meetings shall be minuted by a member of the group, and a copy of the minutes shall be forwarded to each member and also the Clerk to the Council.
- d. Any motions from the meeting will be put forward to the next Full Parish Council with recommendations.

4. Responsibilities and Areas of Operation

- a) Subject to any expenditure being within the annual Millennium Copse budget/reserves approved by the Parish Council, the group shall:
 1. Arrange and oversee the routine maintenance and draw up a plan of the Millennium Copse, ensuring that it is safe, appealing and welcoming to residents and visitors.
 2. Manage volunteers and liaise with contractors.
 3. Ensure that there is a documented risk assessment in place, covering the health & safety of visitors and volunteers; that the assessment is reviewed. Unless the Council determines otherwise, all the members of an advisory committee and a subcommittee of the advisory committee may be non-councillors. Annually; and that the review is recorded in the minutes of the relevant meeting.
 4. Ensure that contractors have carried out their own risk assessments where appropriate.
 5. Ensure that suitable steps are taken to remedy any perceived shortcomings in respect of health & safety or general maintenance, referring any problems which it is unable to resolve to the Parish Council.
 6. For each financial year (1st April to 31st March), prepare a budget outlining anticipated expenditure; the budget to be submitted to the Parish Council's Finance Officer by 30th September the previous year for referral to the Council's Finance & Risk committee.
 7. Consider the long-term development of the Millennium Copse, referring any proposals, including costings, to the Parish Council's Finance Officer at the earliest opportunity and, at the latest, by 30th September in the year prior to the financial year to which the proposals relate.
 8. Explore outside funding opportunities which might offset costs, applying for grants as appropriate.
 9. Publicise and promote the Millennium Copse so as to encourage visitors and increase awareness in the local community.
 10. Deal with any queries or complaints relating to the Millennium Copse, referring any problems which it cannot resolve to the Parish Council via the Clerk to the Council.