



Terms of Reference for the Parish Land Committee

1 Responsibilities

- a The committee is responsible for making recommendations with regard to the Community Park specifically: -
 - i To be responsible for regular risk assessments of the play area.
 - ii The maintenance and development of the play area and the Park.
- b To liaise with Taylor Wimpey over the Robinson Road Park.
- c To oversee the allotments as required.
- d To oversee the management of Parish Land including the Pavilion and Playing Field in Wootton Village.
- e In all its deliberations the Council will take into consideration Agenda 21 issues.

2 Authority

- a The Committee is appointed by, and solely responsible to, Wootton Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.
- b The Committee has Delegated Powers with an expenditure limit of £250 per item subject to an annual cap of £1000 and with due regard to the budget.
- c At the sole discretion of the Chair, the committee can make decisions on low level items but on more important issues the committee will make recommendations to full council.

3 Membership

- a The Committee will consist of no fewer than **four parish Councillors**, and at its first meeting will elect a Chair to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – non-voting. It will also elect a Vice Chair if thought appropriate, although any elected member can preside by agreement in the Chair's absence.
- b **A quorum will be a minimum of three elected Members.** Chair and Vice Chair of Full Council will have automatic membership and full voting rights.
- c The Annual Meeting of the Council can re-confirm the Group's membership and terms of reference or appoint other members to serve for the forthcoming civic year.

4 Meetings

- a The Committee will meet at least quarterly or more frequently as required.
- b The meeting will be called by the Chair of the Committee.
- c Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting.
- d The minutes may be recorded by the Clerk or a member of the committee.
- e The Parish Clerk will be responsible for arranging the distribution of the agenda and minutes.

Date Adopted/Reviewed	Minute Ref	Due for Review
3 rd March 2020	Mar-20 6c	APCM 5 th May 2020
5 th May 2020	May20: 8	APCM May 2021