**PART B - THE ROLE AND REMIT OF SUBSIDIARY GROUPS**

**( COMMITTEES, SUB COMMITTEES AND WORKING GROUPS )**

The task of each subsidiary group is to discuss issues within its remit (as set out in Standing Orders 15.6 and 15.7), and to bring recommendations forward to the full Council. Subsidiary groups have no power to take decisions on behalf of the Council, nor to bind the Council to any contract or course of action, except those specifically delegated below.

The Clerk is responsible for convening meetings, arranging for members to have copies of the relevant papers, and for inviting planning applicants to meetings of the Planning Committee. The Chairman is responsible for reporting recommendations to the full Council.

Staunton Meend Management Committee – Terms of Reference

Approved and adopted 10 July 2012

Reviewed November 2020

**General**

1. The Staunton Meend Management Committee shall be a Standing Committee of the Council.
2. The committee shall operate within the requirements of the Parish Council’s 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 budget approved by the Parish Council.
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 shall consist of up to 7 members, including at least 1 Parish Councillor
2. The committee shall be subject to a quorum of 3 of its members
3. The committee shall elect a Chairman and Vice Chairman annually at its first meeting of the committee after the Annual meeting of the Parish Council
4. All members of the committee shall be elected annually by Full Council at the Annual Meeting of the Parish Council.
5. All meetings of the committee shall be public meetings, convened in accordance with the Parish Council’s standing orders.
6. All meetings of the committee shall be minuted by a member of the committee.
7. A minimum of 2 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 which reflects and standards and conduct expected of the Full Council.
3. To draft a 5 year management plan for Staunton Meend for approval by the 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 work within the approved management Plan by:
	1. Arranging volunteer activities and ensuring these activities are undertaken in a safe and timely way
	2. Developing grant applications in conjunction with the Clerk for approval by Full Council, and liaising with and reporting to funders as required
	3. Ordering goods where such costs have been approved within the annual budget, or else seeking prior approval for these from Full Council
	4. Ordering and supervising services where such costs have been approved within the annual budget, or else seeking prior approval for these from Full Council
	5. Consulting with relevant authorities and the community where appropriate.
6. Undertaking emergency work to ensure public health or animal welfare up to a maximum of £100, informing the Clerk / Full Council of such action as soon as possible.
7. To monitor the approved Management Plan and report to Full Council on its implementation at least 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