

Open Spaces Working Group - Terms of Reference Final

Name: Open Spaces Working Group

Background

At the Council meeting on (Date to be confirmed) 2020, it was minuted and resolved:

That an Open Spaces Working Group be re-formed to look after all Open Spaces within Thame civic parish

RESOLVED that:

- i) The Open Spaces Working Group be re-formed with the brief to advise on all open spaces within the civic parish of Thame*
- ii) Cllrs Champken-Woods, Emery, Jones and Francis form the Open Spaces Working Group."*

Members:

Core Members:

- Cllr Nigel Champken-Woods (Chair)
- Cllr Linda Emery (Deputy)
- Cllr Catherine Jones
- Cllr Sonja Francis
- Jayne Cole (Town Clerk)
- Andrea Oughton (Asset Manager)

The core group may invite additional non-voting community members / professionals to attend specific meetings as appropriate.

If any community member is unable to attend a meeting then they can nominate a substitute to represent their area.

Secretarial support (agendas, meeting notes, circulation of information) is provided by Jayne Cole/Andrea Oughton

Quorum is 4 members of the group, including 2 Councillors.

Goals:

To ensure any work done on open spaces is done in accordance with any environmental policies of the Council and the Green Living Plan.

Scope / Jurisdiction

To only work on areas within Thame civic parish.

Guidance from the Council / Parent Committee

Provided at initial resolution and at each report back to the parent Committee.

Resources and Budget

Uses Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is sought from parent Committee or Full Council. Additional grant funding to be sought from grant funding bodies as relevant.

Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary.

Additional Notes

- Methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc) are entirely up to the Working Group to decide
- The Group will communicate through email, telephone and meetings both actual & virtual, both formally and informally.
- Relevant documentation is stored in the Open Spaces Working Group folder on the Town Council IT data store, plus in an e-mail store within the Town Clerk's e-mail folders
- The group will meet at a frequency required to ensure progress as required
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the parent Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, however significant changes require authorisation by the Parent Committee (CLR).