



## MAYLAND PARISH COUNCIL

### **Orchard Management Committee Terms of Reference**

**Adopted 15th March 2022**

The Orchard Management Committee is appointed to make decisions regarding the Orchard to the rear of North Drive, Mayland, subject to budget and expenditure limits decided by the full parish council.

- a) The Committee will comprise no less than three councillor members and an approximately equal number of non-councillor members
- b) The quorum will be three Councillors
- c) Appointment of members to the Committee will normally take place at the Annual meeting of the Council and remain in effect until the next Annual Meeting.
- d) A Chairman, who must be a Councillor, will be elected annually by the Committee at its first meeting.
- e) Meetings of the Committee will be convened in accordance with the Parish Council's Standing Orders.
- f) Substitute Parish Council members may be nominated and appointed, in accordance with the Parish Council's Standing Orders, to take the place of an ordinary member who cannot attend and without whom the meeting would be inquorate
- g) Any member of the Parish Council may attend any meeting of the Orchard Management Committee, but their right to participate in the meeting will be equal to that of a member of the public.
- h) The voting rights of non-councillor members of the Committee are limited, but where a non-councillor has voting rights on a question which fails to be decided at any meeting of the Committee, he is subject to the Council's Code of Conduct.
- i) The public and press are permitted to attend Committee meetings; however they may be excluded temporarily if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by a resolution giving reasons for that exclusion.

- j) Meetings shall be held according to (but not restricted to) the Parish Council's calendar of meetings as approved at its Annual Meeting.
- k) Reporting to the full Parish Council will be by:
  - i. Circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the full Council. The Parish Clerk will be responsible for the recording and distribution of minutes.
  - ii. An annual report to summarise the work undertaken in exercise of the Committee's delegated powers.

l) The Committee shall undertake the following roles and functions:-

- i. Management and maintenance of the Orchard
- ii. Management of the delegated annual budget