

# WICKHAM MARKET PARISH COUNCIL

## Environment and Leisure Working Group



### Terms of Reference

- 1 Objective:** To improve the quality of life in Wickham Market by providing & maintaining local amenities in an efficient & cost-effective manner.
- 2 Membership**
  - 2.1 The Working Group shall consist of Councillors and non-Councillors appointed at the Annual Meeting of the Parish Council each May or a subsequent full Parish Council meeting
  - 2.2 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting.
  - 2.3 The Quorum for a meeting will be a minimum of three Working Group members.
- 3 Meetings**
  - 3.1 The Working Group will meet on a bi-monthly basis on the 3<sup>rd</sup> Monday of February, April, June, August, October & December.
  - 3.2 The Working Group will produce a Schedule of Meetings.
- 4 Voting**
  - 4.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on recommendations.
  - 4.2 Rules & Regulations
    - The National Code of Conduct will apply to all members of the Working Group.
    - The conduct of meetings will be governed by the Council's standing orders.
    - Decisions are determined by a majority vote.
- 5 Rights & Powers**
  - 5.1 The Working Group has no delegated powers.
  - 5.2 Reports and Proposals for decisions should be presented to the full council in the appropriate format.
  - 5.3 The Working Group may convene Special Meetings in accordance with the Council's Standing Orders.
- 6 Responsibilities**
  - 6.1 The Working Group will be aware of the Council's involvement with all highways, transport and environmental issues and review and respond to the Council on consultations when necessary.
  - 6.2 Monitor the appearance of the Parish and maintain and recommend improvements to such items as:-
    - Village signs
    - Floral displays
    - Cemetery
  - 6.3 Be responsible for updating the Walks Leaflets within the Parish.
  - 6.4 Manage the cemetery and garden of remembrance in accordance with recommendations from WM Cemetery Group.
  - 6.5 Receive feedback from the Parish Environmental Group, Green Gym and Tree Wardens.
  - 6.6 Provide an assessment of potential risks/benefits and estimated cost of any undertaking, when recommending undertaking a new activity/event/service provision to the Council.

The Working Group may defer the decision on any matter to the Parish Council if they feel that this is appropriate.