

FRIENDS OF CANADA WOODS & COMMUNITY PARK COMMUNITY GROUP

TERMS OF REFERENCE

Approved at Parish Council meeting 21/11/23

Background

The Community Group is made up of local people, who have come forward with a shared interest to help manage and improve Canada Woods and Community Park.

Aims

The Community Group aims to help with the upkeep of the Woods and Amenity Area, and to facilitate improvements by fund raising for projects i.e. footpaths, seating, river projects, this may include a small amount of tree felling in an application, accessibility etc. in order to:

- Regenerate the woodland and promote healthy growth for future generations to enjoy
- Provide an accessible and inclusive woodland space for the community
- Provide a useable space for schools and community projects
- Provide a Community Space on the amenity land adjoining Canada Woods known as Community Park
- Generate a positive outcome from a two-year pandemic

Financing / Responsibility of Members

Financing for projects will be obtained from grant funding wherever possible, alongside fundraising activities, donations, and if necessary, with support from the Parish Council.

The Parish Council will hold within its bank account any money raised on behalf of the Group, to be kept within a separate designated fund.

Any volunteers acting on behalf of the Community Group will be covered under the Parish Council's insurance whilst working in the Woodland / Amenity Area.

Any Community Group member shall be permitted to obtain quotes for project proposals. More than one quote is required for any new type of proposed expenditure, in line with the requirements of the Parish Council's Financial Regulations, and its responsibility for obtaining value for money. Evidence of quotations obtained will be provided at Community Group meetings for discussion, before being presented to the full Parish Council (with evidence of the quotations obtained) for consideration of approval.

Frequency of meetings

The Community Group will meet as and when required. There will be no requirement to formally advertise the meetings or agenda. Meetings can be held at any convenient location as agreed by members, or be held via zoom teleconferencing facility. A nominated Community Group member will take notes for the meeting. An update from the meetings will be provided at the next scheduled Full Parish Council meeting.

In the event the Community Group should dissolve, any funds raised which have not yet been spent, will be administered by the Parish Council, and used to complete any outstanding projects initiated by the Group.

Membership

The Community Group shall have at least five members. A quorum shall be three members present.

Membership as at 21/11/23:

Di Fraser
Ann Earley
Tanya Freeman
Alan Smith
Dave Eastaff
Jay Roberts
Andrew Fraser
Ian Macqueen

Appointment of Members

Members of the Community Group can be appointed at any time, and can be councillors or non-councillors. The members of the Community Group will appoint a Chairman at the first meeting (the Community Group Chairman can be a non-councillor). A copy of this document will be provided to all Community Group members. The Chairman may appoint temporary membership of the Community Group.

Date of Parish Council meeting at which document reviewed and any amendment approved	Details of amendment

Date of next review: May 2024