

**Cheddon Fitzpaine Parish Council and West Monkton Parish Council**

**Somerset Wood Joint Committee**

**Terms of Reference**

**Reporting to:**

Cheddon Fitzpaine Parish Council (CFPC) and West Monkton Parish Council (WMPC).

**Purpose of Committee and Delegated Authority:**

To oversee the delivery of the Somerset Wood on behalf of CFPC and WMPC.

To maintain an oversight of fundraising and partner contributions received for the Somerset Wood.

To incur expenditure on behalf of CFPC and WMPC of funds accrued from fundraising and partner contributions on the Somerset Wood; including but not limited to delivery of the Poppy of Honour Memorial, landscaping, land acquisition and tree planting.

The WMPC Clerk, in conjunction and consultation with Chairman of the Committee, may make payments of below £500 if there is an urgent need to do so prior to a meeting of a Committee. All other expenditure must be authorised by the Committee.

**Meetings:**

Meetings to be scheduled on a monthly basis.

**Membership:**

To comprise three from each Parish Council to be provided by each Council and the Clerk of each Parish Council.

**Quorum:**

The quorum of the Committee shall comprise of three. Of those three, there must be at least one Committee Member from each Parish Council.

**Chairman:**

At the first meeting of the Committee, the Committee shall before proceeding to further business, elect a Chair. Election of Chair to take place annually thereafter at the first meeting of the Committee after Annual Parish Council Meetings.

**Voting:**

Only Councillors of the Committee may vote.

**Public Participation:**

Meetings will be open to the public.

**General:**

Each Parish Council to review purpose, delegation and membership of the Committee at their Annual Parish Council Meeting each May.

All Committees of the Parish Councils shall function and operate in accordance with their Standing Orders.