

# Wortham & Burgate Parish Council

## **Commons Committee Terms of Reference**

### **Role of the Committee:**

To administer the current Countryside Stewardship Agreement, made between the Parish Council and the Countryside Commission. Additionally, advising and liaising with common owners as required.

### **Terms of Reference:**

#### **The Commons Committee**

1. The Commons Committee will comprise of at least four (4) Councillors or as agreed at the annual meeting of the Parish Council
2. The quorum for the Committee will be that over 50% of the Committee members are present
  - 2.1. The following individuals will be invited to participate in Commons Committee meetings in an advisory capacity only.
    - 2.1.1. The Reeve to Wortham Common
    - 2.1.2. The Reeve to Burgate Common
    - 2.1.3. The Land Owners
3. The Committee must meet at least two (2) times in each calendar year.[PW1]

#### **The Parish Council:**

4. Delegate power to the Commons Committee to review and commission such works to those areas covered by the Countryside Stewardship Agreement (the Agreement) that the Commons Committee thinks necessary to comply with the Agreement to a limit of £2,000 for any one project . For projects in excess of £2,000 the Commons Committee will put before the Parish Council a recommendation for final approval.
  - 4.1. Require the Commons Committee to present a written Annual Report to the Annual Meeting of the Parish Council detailing completed and proposed works under the Agreement. A verbal or written report can also be tabled at any meeting of the Parish Council.
  - 4.2. Delegate power to the Commons Committee to complete and return the Agreement Renewal documents for the next period. Completion of these documents must be reported to the Parish Council for final approval before submission.
  - 4.3. Payments made to the Council, by The Countryside Agency, will be kept in a separate account administered by the Clerk/Responsible Finance Officer.
5. The Terms of Reference under which this committee operates will be reviewed every four (4) years.
  - 5.1. Reviewed and amended (Item 1.2 – Landowners) 15 May 2007.
  - 5.2. Reviewed 9 Oct 08
  - 5.3. Reviewed 09/01/2019
  - 5.4. Reviewed, amended and adopted as per minute reference 15.7 7<sup>th</sup> September 2021

