

Appendix

Sub-Committee - Draft Terms of Reference

Amended February 2012

(a) Terms of Reference

1. Monitor and maintain the Play Areas leased to the Parish Council;
2. Monitor footpaths, foot-bridges, fences within ownership of Breckland District Council and report any issues to the District Council;
3. Monitor River and stream and report any issue to the Internal Drainage Board (IDB) or successor organisation;
4. Monitor any anti-social problems such as the litter, dog fouling; riding of motor-cycles on public footpaths and general vandalism issues and report to Breckland District Council and/or Norfolk Constabulary;
5. Investigate with Voluntary Groups opportunities for more effective environmental management of the wider Water Meadows Area. This might include consideration of cattle grazing on the Water Meadows subject to health & safety and other financial viability appraisals;
6. Investigate, through working with our partners, opportunities for reducing crime (i.e. vandalism and other anti-social behaviour).
7. Seek to work with the following partners:
 - (a) Breckland District Council
 - (b) Voluntary Groups;
 - (c) Norfolk Wildlife Trust;
 - (d) Norfolk Constabulary;
 - (e) Internal Drainage Board;
 - (f) Local Schools; and
 - (g) Members of the Community

(b) Decision Making

The Sub-committee will have delegated decision-making powers relating to the management of the Water Meadows on matters of policy, but will refer back to the full Parish Council any items requiring a financial decision over £500 or cumulatively totalling £500 in any one financial year.

(c) Membership of Sub-Committee:

The membership of the Sub-committee will comprise Scarning Parish members as follows:

- Chair;
- Vice Chair; and
- Three other members.

The Chairman or Vice Chairman of the Parish Council ex officio shall be members of the committee in accordance with Standing Order number 42.

Other attendees to the Sub-Committee meetings will have an advisory role. However, in the event that a Joint Management Committee with Breckland District Council is set then there would need to be a separate terms of reference allowing for shared governance arrangements between the two authorities.

Meeting Times and Venues

Meetings will be held as required with Agendas published on the Parish Council web-site along with minutes of previous meeting and on the parish noticeboards. NB Meeting may be held on-site in order to monitor the state of the Water Meadows. Meetings will be held in Public except where members and/or the Clerk are meeting individual Partner organisations set out in (7) above.

Meetings

Every sub committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman, who shall hold office until the next Annual Meeting of the Parish Council.

No member of the sub committee shall hold office later than the next Annual Meeting of the Parish Council.