

# CROSCOMBE PARISH COUNCIL

## ORCHARD MANAGEMENT GROUP

### TERMS OF REFERENCE

#### 1. **Aims and Objectives**

1.1. An Orchard Working Group (OWG) was formed to develop proposals for the better use of the parish-owned field below Croscombe Cemetery. Those proposals were successfully developed and implemented. The OWG is now superseded by the Orchard Management Group (OMG) whose terms of reference are here defined with the overall aim of building on the orchard's success as a Croscombe Parish community facility.

1.2. With respect to group activities, the terms of reference have three components:

a) **Maintenance**

The group will develop a plan, and update it at least annually, for the routine maintenance of the orchard and immediate area. This will include such activities as watering, pruning, grass cutting. This plan can be developed and implemented by the group members. It should not include any activity which could count as a development or event as described below.

b) **Development**

The group may from time to time define and submit a plan for the development and enhancement of the orchard area. This can include, for example, more trees or outdoor furniture. The development plan should be costed and may be included in the Council's autumn budget development process.

c) **Events**

The group can from time to time put forward proposals for community events at the orchard. Any such proposal must be in the form of an event plan in sufficient detail and with sufficient notice that a risk assessment can be developed with the help of the Parish Clerk. This is essential for the Council to remain within the terms of its insurance.

#### 2. **Membership**

2.1. At least one Parish Councillor appointed by Full Council

2.2. Members of the community are encouraged to join and will be appointed by Full Council.

#### 3. **Quorum**

3.1. The quorum of the OMG is three members.

#### 4. **Decision-Making and Voting**

4.1. The OMG is non-decision-making, except in respect of routine maintenance. Any development plan or event plan must be presented to the next scheduled council meeting for approval. A given plan may be submitted to Full Council if a simple majority of the group are in favour.

#### 5. **Finances**

5.1. The OMG must nominate one of its members, at least annually, as treasurer who is responsible for tracking any income and expenditure related to development or events. That person must work with the Clerk/RFO to ensure that such income and expenditure appears appropriately within the Council's financial records, within the terms defined in

the Financial Regulations under which the Council must work, to satisfy its statutory requirement for governance and accountability.

6. **Cemetery**

Since the orchard is adjacent to Croscombe Cemetery, care must be taken at all times of maintenance, development and events, to ensure that the dignity and integrity of the cemetery is safeguarded, and to show appropriate consideration to those who may attend the cemetery to pay respects to loved ones.

7. **Chair**

7.1. The OMG Chair will be elected at its inaugural meeting and annually thereafter.

8. **Reports**

8.1. Minutes are not required, however notes or a report should be made available as soon as is practicable to the Clerk after each meeting.