

BURTON ON THE WOLDS, COTES AND PRESTWOLD PARISH COUNCIL

Plantation Management Committee Terms of Reference

Introduction:

Burton on the Wolds, Cotes & Prestwold Parish Council own the Burton on the Wolds Plantation and have formed a sub-committee to manage the Plantation on the Council's behalf, resolved at full council on 6th June 2006.

Aims:

- 1) To conserve, maintain, manage and enhance the Plantation for the use of the inhabitants of Burton on the Wolds, including for education, recreation and leisure, with the aim of improving the conditions of life for inhabitants of the village.
- 2) To conserve, maintain, manage and enhance the Plantation in order to protect the woodland as a sustainable, natural environment.
- 3) The land contained within the boundaries of the Plantation shall be held upon trust to be retained as a woodland for the purposes of education, recreation, leisure and maintaining a sustainable, natural environment as aforesaid and shall be open to all members of the public.

Terms:

- 1) The Committee shall consist of six to eight members, two of which shall be Councillors as elected/agreed by the Parish Council. The remaining members shall be members of the public, invited to join the Committee at the first meeting following the Annual Meeting of the Parish Council.
- 2) A councillor will be present at every meeting and will chair the meeting. The quorum is 3 members'.
- 3) The term of office for all Committee members shall be one year. Should a Councillor vacancy arise during the year, a Committee member may be appointed at the next Parish Council meeting. Should a non-Councillor vacancy arise during the year, a Committee member may be appointed at the next Committee meeting.
- 4) The Committee shall hold its Annual meeting at its first meeting following the Annual Meeting of the Parish Council and elect a Chairman and a Vice Chairman, from among the Councillors, who shall serve in that capacity for a term of one year.
- 5) The Committee shall meet as frequently as required in order to conduct its business, which shall be at least four times in each year.
- 6) Notice of business to be transacted will be given three clear days prior to the Committee meeting.
- 7) The Committee has delegated authority to approve items of expenditure up to and including £749.99, so long as the total expenditure over each year does not exceed the funds held by the Parish Council for the Plantation Committee. All items of £750.00 and over are to be referred to the full Council, with research, for discussion and approval.

Responsible For:

- The maintenance and management of the Plantation, through Volunteer Days and as required, by employing the services of professional persons.
- The Committee shall set and manage an income and expenditure budget and formally request a Plantation budget from the Parish Council.

- Maintaining up to date Risk Assessments, reviewed annually and an annual inspection of the trees bordering Burton on the Wolds Primary School.
- Ensuring adequate public liability insurance provision for the Plantation and insurance provision for events such as volunteer days.
- Considering the long term (50 years) vision for the Plantation and formulating strategy to achieve this, including the possibility of extending the woodland.
- Maintaining up to date Plantation Management Plans in order to protect and develop the woodland as a wildlife site with a sustainable natural habitat.
- Promotion through the Plantation newsletter and local social media, organising special events at the Plantation and participating in village events in order to develop closer links with the community and raise funds for maintaining and improving the woodland.
- Identifying sources of external funding for projects in the Plantation.
- Making applications for funding for projects, in conjunction with the Parish Clerk, to ensure compliance with conditions required by funders.
- Liaising with and working in conjunction with Burton on the Wolds Primary School to further education and environmental needs.
- Reporting the work of the Plantation Committee to the full Council.

Updated and adopted at the Parish Council meeting held on 5th December 2023. This document will be reviewed annually at the Annual Meeting of the Parish Council.