

Clifton upon Dunsmore Parish Conservation Group

Terms of Reference

1. **Name**

- 1.1 Clifton upon Dunsmore Parish Conservation Group

2. **Geography**

- 2.1 The Parish of Clifton upon Dunsmore including Hilmorton Locks

3. **Aims and Objectives**

- To protect the biodiversity of the parish both now and in the future.
- To encourage local people to get involved with Conservation projects.
- To improve access to sites for the general public especially local people.
- To participate in local and national surveys in order to provide a record of the biodiversity in the parish, where appropriate.
- To provide opportunities for education through local involvement with schools, youth and other community groups.

4. **Committee Membership**

- 4.1 Six committee members will be drawn from the Conservation Group on an annual basis.
- 4.1 The Chair, Vice Chair, Secretary and Treasurer for the Committee will be nominated by the voting members on an annual basis. The Chair shall preside at all meetings where they are present. In the absence of the Chair, the Vice-Chair, if present, shall preside. In the absence of both Chair and Vice-Chair, the Committee shall appoint a chair for the purpose of that meeting.
- 4.2 Each member of the Committee will have a single vote and a majority decision will be required to implement and or carry any decisions made. The Chair will have the deciding vote if a majority decision cannot be resolved.
- 4.3 The Committee should have a quorum of three representatives present for any business decisions to be agreed.
- 4.4 Where a member has a pecuniary interest in any project being assessed by the Committee, they will declare that interest and will absent themselves from any discussion or decision making. This will be noted in the minutes of the meeting.

- 4.5 The Committee will meet monthly prior to the Parish Council meeting on the 1st Monday in the Month. There will be no meeting in August.
- 4.6 The Committee will perform its role by giving proper consideration to the comments and views of the Conservation Group and Committee members to arrive at an informed decision.
- 4.7 The Committee will be available to correspond electronically through the Chair and, any decisions made will be noted at the next meeting.

5 Role and Responsibilities of the Committee

- 5.1 The specific responsibilities of the Committee shall be to:
 - act as a 'Special Interest Group' on behalf of the Parish Council ;
 - develop and deliver the aims and objectives of the Conservation Group;
 - establish an action plan related to conservation projects within the parish;
 - refer any maintenance problems identified related to the highway and footpaths to the Clerk for the Clifton upon Dunmore Parish Council, where appropriate;
 - seek external funding streams where appropriate, to enable the delivery of the action plan;
 - manage external funding streams that have been awarded to the Conservation Group in collaboration with the Clerk for the Parish Council;
 - engage with the local school, businesses and community to develop a 'cared for village' philosophy.
 - arrange quarterly meetings with Conservation Group members to update on progress and discuss the development of the group.

6. Reporting

- 6.1 The Committee will develop the terms of reference for the Conservation Group which should be agreed at the Parish Council meeting.
- 6.1 The Committee will submit monthly reports to the Parish Council on the development and delivery of the action plan.

7. Future Opportunities

- 7.1 The Committee in collaboration with the Parish Council will, subject to future opportunities, have the potential to review the role and responsibilities of the Conservation Group as a stand-a-lone special interest group.