



## **Woodrolfe Hard Committee**

### **1. Membership**

- 1.1 Membership shall consist of 6 Members appointed at the Annual Parish Meeting. A minimum of 4 should be Parish Councillors.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via a show of hands.

- 1.4 A quorum shall consist of any 4 members of the Committee.

### **2. Meetings**

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2 The Woodrolfe Hard Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Woodrolfe Hard Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



### **3. Areas of responsibility**

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning Woodrolfe Hard including the land leased from the Crown Estate:
- Day to day management
  - Health and Safety
  - Inventories
  - Schedule of maintenance
  - Authority for payment for work undertaken
  - Implications of climate change and biodiversity
- 3.2 To assist, where possible and suitable, in the development of practical solutions with other parties, subject to the consent of the Parish Council.
- 3.3 The Woodrolfe Hard Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.4 The Woodrolfe Hard Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.5 The Woodrolfe Hard Committee is authorised to establish working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work. Subject to approval by the Full Council.
- 3.6 To consider annual budget requirements for Woodrolfe Hard to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.7 The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email the Parish Clerk.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	06/10/20	TPC
V2.0	Reviewed and amended	04/05/21	TPC
V3.0	Reviewed and amended	03/05/22	TPC
	<b>Next Review – May 2023</b>		