

Bramber Parish Council

Bramber Brooks Management Committee - Terms of Reference

1. Name

The name of the Committee shall be **Bramber Brooks Management Committee**.

2. Aims

The aims of **Bramber Brooks Management Committee** will be:

- To work together on the Bramber Brooks area such that it is accessible to the general public and to create a Nature Reserve therein
- Once the Nature Reserve is created then the Committee will work to maintain that Reserve and to encourage its use by local inhabitants and those visiting the area

3. Membership

Membership is open to anyone who:

- Lives in the Upper Beeding, Bramber, Steyning or surrounding area; and
- Supports the aims of Bramber Brooks Management Committee

Membership will be agreed by Full Council. Only Bramber Parish Councillor Members will have voting rights on financial matters.

Ceasing to be a member

Members may resign at any time in writing to the Parish Clerk.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Bramber Brooks Management Committee will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. The committee

The business of the Committee will be carried out by a Committee elected at the Annual Parish Council Meeting. The Committee will meet as necessary but not less than four times a year.

The Committee will consist of up to 8 members, but additional members may be co-opted onto the committee by agreement at a Full Council meeting.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

6. Meetings

6.1 Extraordinary Meetings

The Clerk will call an Extraordinary Meeting at the request of the majority of the committee or at least six members giving a written request to the Chair or Clerk stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Extraordinary Meeting will be 50% of the membership of the committee.

6.2 Committee Meetings

General Meetings are open to all members and will be held at least once every three months or more often if necessary.

All members will be given three day's notice of such a meeting, giving the venue, date, time and agenda, by email.

The quorum for Committee meetings is 50% of Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

Committee finances shall be managed by the Parish Clerk (Responsible Financial Officer).

Records of income and expenditure will be maintained by the Responsible Financial Officer and a financial statement given at each meeting.

9. Amendments to the Terms of Reference

Amendments to the Terms of Reference may only be agreed by Full Parish Council.

Terms of Reference agreed by Full Council on 28th November 2018