

**HADDENHAM PARISH COUNCIL
TERMS OF REFERENCE
COMMUNITY ORCHARD COMMITTEE**

Purpose of the Committee

The Community Orchard Committee is a special committee of Haddenham Parish Council and is a sub-committee of the Environment Committee. It has been established to manage the Parish Council's land at Farrar-Bell Field as a community orchard.

Members

The committee will consist of at least one member of the Parish Council and a minimum of two other co-opted members who will be confirmed by the Parish Council at its annual meeting held in May each year. At its first meeting following that meeting the committee will appoint a Chairman and a Vice-Chairman. Any changes to the membership of the committee during the year will be ratified by a vote of the committee. The co-opted members will have voting rights.

Meetings

The committee will meet at least twice a year and more frequently as required. An agenda for the meeting will be sent out 3 clear days in advance of the meeting and will be publicised on the Parish Council noticeboard and website. The minutes of the meeting will be recorded and once approved and signed by the Chairman will form part of the Parish Council's statutory records and will be published on the Parish Council website.

Budget

The committee will not have a budget from the Parish Council, all funds for the establishment of the orchard will be raised through grants and donations.

Annual Report

The committee will produce an annual report outlining the work that has been ongoing over the previous year and plans for the future to be presented at the Annual Parish Meeting.

Delegated responsibilities

- To work with the expert orchard planner to produce a design and layout plan for the orchard for approval by full Council.
- To identify sources of funding for the establishment and maintenance of the orchard.
- To nominate a member of the committee to be responsible for managing the finances of the orchard in liaison with the Clerk in order to ensure that all spending is within the amount raised.
- To devise a management plan for maintenance of the orchard under the terms outlined in the management agreement.
- To make appropriate risk assessments of the work to be carried out at the orchard to form part of the Parish Council's records.
- To manage a team of volunteers from within the community who will maintain the land as an orchard and to keep an up to date list of volunteers for the Parish Council records.
- To make sure the Parish Council is aware of any issues arising relating to the land or its use.
- To ensure all neighbouring residents are aware of the plans for the orchard and to address any concerns.
- To provide a monthly report to the Environment Committee for its meeting on the 2nd Monday of the month (except August and December).

Last Review: January 2015

Next Review due May 2016

These terms of reference will be reviewed annually at Haddenham Parish Council's Annual Parish Council Meeting which is held in May.