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**Haddenham Parish Council**  
**Snakemoor Committee**  
**Terms of Reference**  
**May 2024**  
Next Review: May 2025

**Purpose of the Committee**

The Snakemoor Committee is a sub-committee of Haddenham Parish Council's Facilities Committee. It has been established to manage the Parish Council's land at Thame Road as a nature reserve.

**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 Chair and a Vice-Chair. The Chair of the Facilities Committee will be an ex-officio member of the committee and will have full voting rights. 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. The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded and once approved and signed by the Chair will form part of the Parish Council's statutory records. Requests from Members for items to be included on the agenda will be considered in line with the Council's Standing Orders.

**Budget**

Funding for improvements to the nature reserve is raised through grants and donations which will be spent at the discretion of the committee. Any requests for additional funding will need approval from full Council. The Council will include funding for its maintenance responsibilities for the site within its grounds maintenance budgets.

**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 continue to raise funds through grants and donations for improvements to the nature reserve.
- To manage the finances of the nature reserve raised through donations in liaison with the Clerk.
- To devise a management plan for maintenance of the nature reserve under the terms outlined in the management agreement.
- To make appropriate risk assessments of the work to be carried out at the nature reserve to form part of the Parish Council's records.
- To support and manage a team of volunteers from within the community who will maintain the land as a nature reserve 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 properties are aware of plans for the nature reserve and to address any concerns.
- To provide a report to the Facilities Committee at each meeting.