



CAEN MEADOW WORKING GROUP (CMWG) – Terms of Reference

Purpose: To create a management plan for the Meadow. To oversee the ongoing provision, maintenance and future development of the Caen Meadow site leased by the Parish Council for the benefit of the Parish.

Terms of the Committee:

1. Membership – to have between four and eight members of which one must be a member of the Parish Council. Quorum will be three members. Members may attend virtually but must be present to cast a vote.
2. Chair – to be appointed every September. To be the principal liaison with the Parish Council.
3. Co-option of new members – all welcome.
4. Meetings – The Working Group will meet bi monthly, six times a year. The Clerk will call the meetings, draw up the agenda and minute the meetings. The meetings will be recorded for the purpose of assisting the preparation of the minutes. Once the minutes are agreed the recording will be deleted. Minutes will be published on the Parish Council’s website. The meetings are not open to members of the public.
5. To group must comply with policies of the Parish Council. Members must abide by the principles of the Code of Conduct.
6. In line with the Local Government Act 1972 s101, as this group is not a committee there is no delegated authority. This group will report back to full council with updates and any recommendations relating to its purpose. The Council cannot, and will not, make a decision without a report and proposal from the Working Group.
7. To ensure that the work of the group within the remit of the Wroxham Neighbourhood Plan.

Agreed at CMWG 24th August 2023

Approved at Full Council 7th September 2023