

Terms of Reference for the Fishponds Committee

updated with effect from 07 August 2012



1. Authority

The Fishponds Committee is appointed by, and solely responsible to, Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. Meetings to be held three times a year.

2. Membership

The Committee will consist of no fewer than **three elected parish Councillors**, and at its first meeting will elect a Chairman to preside over future meetings - to be re-elected each year following Annual Parish Council meeting . **A quorum will be a minimum of two elected Members.** Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – no voting rights. The Chairman & Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

3 Records of Proceedings

The Committee will meet three times a year and minutes of the meeting will be circulated to the full Council with recommendations. The minutes will be published at Eynsham Online.

4 Responsibilities

The committee is responsible for maintaining the area known as the Fishponds as an area of recreation for the people of the parish:

- (a) by providing the Council with a schedule of work required for the following year as requested.
- (b) by organising work parties of volunteers to carry out work where possible.
- (c) for the regular risk assessment
- (d) The committee can also set up proposals for future developments.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.