

Terms of Reference for the Fishponds Committee

Approved at Full Council Meeting 13 August 2019



1. Authority

The Fishponds Committee is appointed by and is solely responsible to Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council who may vote at any time, to modify the Committee's powers. The Committee will meet three times a year. **The committee does not have executive powers.**

2. Membership

The Committee will consist of no fewer than **three elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of no fewer than **two elected members**. Up to three members who are not members of the Parish Council may be co-opted to provide expertise and guidance – no voting rights. The Chairman and 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. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published at Eynsham Online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

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. It will:-

- (a) Provide the Council with a Schedule of Work required for the following year as requested.
- (b) Organise work parties of volunteers to carry out work where possible.
- (c) Undertake regular risk assessments.
- (d) Consider proposals for future developments.
- (e) Contribute Parish Council related information to Eynsham News.

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.