

ABBEY PONDS WORKING GROUP TERMS OF REFERENCE	
ITEM	DESCRIPTION
Membership	At least two members of the Town Council's Town Committee, at least one member from Bruton Conservation Trust, up to five members as agreed by the Working Group
Chair	To be elected by the Group from its membership
Frequency of meetings	At least quarterly
Open to press & public	Yes
Quorum	Three (which must include one councillor).
Purpose and Scope	To make recommendations to the Town Council about the management of its leased land at Abbey Ponds (including expenditure thought necessary), and to oversee the management of the land on behalf of the Council This Group is an advisory rather than a decision making body.
Reports to	This working group will report directly to Town Committee.

SPECIFIC RESPONSIBILITIES	
1	To prepare, and review at appropriate intervals, a Management Plan for the Town Council's leased land.
2	To oversee the management of the land, identifying issues and making recommendations for improvements as appropriate.
3	To make recommendations about expenditure as necessary, including (by November each year) identifying any budget requirement for the following financial year.
4	To liaise with others as necessary (eg the public, Historic England, owners of the adjacent land, contractors) to further these responsibilities.