

Terms of Reference
Tree Working Group & Warlingham Parish Council (the “Council”)

1. Purpose

- a) To develop a long-term plan for the trees of the Parish in the wider context of strategies and actions at District and County levels
- b) To identify opportunities for a sustainable treescape across the Parish of Warlingham for future generations
- c) To promote the multiple benefits of trees
- d) To identify opportunities for community involvement in supporting 1a to 1c.

2. Authority

The Working Group is established by and takes its authority from the Council. The Council must approve the Group’s Terms of Reference and the Group is accountable to and shall report to the Council.

The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.

3. Membership of the Working Group

The membership of the Working Group must include at least three Parish Councillors and may include representatives of other Councils (e.g., District, County) and non-Councillors (e.g., local groups, residents).

4. Meetings

The Working Group will meet as often as required. Meeting notes should be submitted to and retained by the Council’s Clerk.

There must be three members present to constitute a quorum, of whom two must be Parish Councillors.

The Chair of the Working Group must be a Parish Councillor and elected by the Group’s membership annually. In the absence of the Chairman from a meeting, the Group must appoint another Parish Councillor to be Chair from those present, as its first action.

5. Conduct

The Working Group must act in a professional manner and maintain high standards in all its meetings, communication and business. The Council’s Code of Conduct applies to the Parish Councillors.

6. Appointment of Council representatives to the Working Group

The Council will appoint Parish Councillors to the Working Group at its Annual Meeting and appointees shall hold office for a term expiring on the date of the next Annual Meeting. Additional or replacement Parish Councillors may also be appointed by the Council during the year. The Working Group may be dissolved by the Council.

7. All Principles and Policies of the Council to apply, including:

- The Council Code of Conduct
- Policies relating to data protection legislation
- Notes of the meetings to be publicly available