

# **WALMER PARISH COUNCIL TERMS OF REFERENCE FOR THE WALMER IN BLOOM COMMITTEE**

## **MEMBERSHIP**

- The Walmer in Bloom Committee shall consist of **FOUR** Councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- Up to 8 additional members of the electorate or from the local area may be co-opted on to the committee and their co-option will be confirmed at the first committee meeting after the Annual Meeting.
- All members (councillors & co-opted) shall have full voting rights on the committee on matters relating to the management of the “in bloom” campaign.
- All Councillors will receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

## **PROCEDURES**

- The Committee will operate in accordance with Local Government law and in accordance with the Council’s Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Members and their partners/spouses, including family members living at the same address as a Committee Member, are precluded from taking part in any Walmer in Bloom competition, with the exception of the School Poster Competition, which is judged anonymously.

## **FREQUENCY OF MEETINGS**

The Committee shall normally meet monthly between January and October each year unless varied by the agreement of the Committee.

## **COMMITTEE FUNCTIONS**

- To make plans to promote the visual enhancement of Walmer as part of its “In Bloom” Campaign
- To determine contracts and oversee specific works required in line with agreed budgets in the following areas
  - a) Provision, planting, erection and maintenance of floral displays
  - b) Staging and promotion of appropriate competitions and activities
- To liaise with all appropriate organisations and individuals to encourage
  - a) The development of permanent landscaping schemes in appropriate areas
  - b) The promotion of sustainable development initiatives
  - c) The improvement of areas of the Parish which have become untidy or derelict
- To make recommendations to the Council regarding participation in appropriate external competitions e.g. South East in Bloom, Britain in Bloom

- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council
- Undertake any other functions as may be required by Council.

cp/wib/terms/oct10