

BJMO Committee

Terms of Reference

1. The management of Bredfield Jubilee Meadow and Orchard is delegated to the BJMO Committee.
2. The Committee will have a minimum of three members, one of which must be a Parish Councillor. Members of the committee are appointed by the Parish Council (under the recommendations of the committee).
3. There will be a designated Chair appointed by the committee.
4. The Committee will hold ordinary meetings on at least three occasions per annum (March, June and September).
 - a. A minimum of 3 committee members must be present.
 - b. Ordinary meetings will be publicised at least 5 days before being held.
 - c. Members of the public may attend Ordinary meetings.
 - d. Formal minutes will be kept and published on the Parish Council website.
5. The Parish council are responsible for the finances of the BJMO
6. BJMO finances will be accounted for by the PC under a separate heading.
7. Bredfield Parish Council will allocate an agreed annual fund for management of the meadow and orchard, with the money added to the BJMO funds. In the event of an underspend, money may be carried over into the following financial year.
8. Any funds raised or donations received for the BJMO will be ringfenced and only used to support BJMO activity.
9. The BJMO Committee will provide a five-year rolling forecast of expenditure as part of the PC budgeting cycle.
10. All expenditure must be authorised in accordance with Parish Council Financial rules.
11. The Committee will submit an annual report to Bredfield Parish Council's Annual Meeting.

At least one member of the Committee will attend the Annual Meeting to answer any questions raised.
12. The Committee will provide an update on activities at each full Parish Council meeting.
13. Information regarding Bredfield Jubilee Meadow and Orchard will be posted on the Bredfield Parish Council website.
14. Committee rules should be agreed at Ordinary Committee meetings and will be kept to the PC website.
15. Committee rules must align with the Committee brief.
16. The Committee is responsible for ensuring any maintenance or enhancement to the meadow is carried out in a manner that is sensitive to the biodiversity, sustainability and community use of the meadow and orchard.
17. The BJMO Committee will organise and publicise a minimum of 2 events each year.
18. The BJMO Committee will recruit and coordinate local volunteers to undertake required work in the meadow and orchard. Volunteers are covered by insurance held by Bredfield Parish Council.
19. The BJMO Committee will liaise and, where appropriate, work with other relevant groups and organisations
20. The BJMO Committee will not merge with other organisations in an official capacity, nor will it provide funds for other groups or organisations