

## CPC Pond Working Group Terms of Reference 2021

The Comberton Parish Council Pond Working Group is a working group associated with the Comberton Village Pond which is situated at the Green End, South Street, West Street crossroads.



- The group has an advisory role and is open to non-council members.
- The Working Group shall consist of a maximum of 7 members, with the option to increase the Working Group numbers, subject to a resolution by the Parish Council.
- At least two members will be Parish Councillors. Of these two Councillors one will be the Chair unless the Parish Council passes a resolution appointing another member to be Chair.
- Meetings of the group shall take place at least three times per year.
- All meetings shall be minuted by a member of the group, and a copy of the minutes shall be forwarded to each member and the Clerk to the Council. Minutes should be presented to PC meetings in the form of a written or verbal report.
- Consider the long-term environment of the pond, referring any proposals, including costings, to the Parish Council to agree.
- Explore outside funding opportunities which might offset costs, applying for grants as appropriate.
- Notification of all planned expenditure must be given as a budget to the Parish Council before actual costs are incurred.
- For each financial year (1st April to 31st March), prepare a budget outlining anticipated expenditure.
- Publicise and promote the pond, as a public open space and amenity, by increasing awareness in the local community of its environmental and heritage value to the identity of the village.

### Members 2020 - 2021

Cllr's Tierney (Convenor), Abraham, Hollick, Scott and Feldman and other parishioner volunteers.