

KYME EAU WORKING GROUP

Terms of Reference

PURPOSE

The Group is made up from members of the Parish Council, representatives of the Environment Agency, The Sleaford Navigation Trust (SNT) and the South Kyme Biodiversity Group. The Group's purpose is to discuss all aspects of the river Kyme Eau, with the aim of encouraging leisure activities, effective maintenance, improved habitat for wildlife and effective flood control measures for the benefit of the residents of South Kyme and the surrounding area.

APPOINTMENT OF PARISH COUNCIL MEMBERS

- The Parish Council will appoint two of its members to the Group at the Annual Parish Council Meeting.
- Positions in the Group will be re-confirmed each year at the Annual Parish Council Meeting.
- In the event of a member resigning from the Steering Group, or the Council, another member of the Council will be nominated at the next Parish Council meeting.

OPERATION OF THE GROUP

- The Group will consist of appointed members from the partner organisations: Two members from South Kyme Parish Council, one member from the Environment Agency, two members from the SNT and one from the SL Biodiversity Group. All meetings will be chaired by Chairman of the SNT, or in the absence of the Chairman of the SNT, a nominated representative of the SNT. Administration of the Group will be by one of the SKPC members.
- For the Group to be quorate, there must be a minimum of one member from each organisation present.
- The Group will meet as a minimum, twice yearly at mutually agreed dates in Spring and Autumn.
- From time to time, other members from the partner organisations of the Group, or other outside bodies may be required to attend meetings.
- The members appointed to the Group on behalf of the Parish Council will not have authority to enter into any contract or commitment on behalf of the Parish Council unless specifically approved to do so by the Parish Council at one of its meetings. However, appointed members may from time to time need to liaise with/obtain information from other external organisations in the fulfilment of their role in the Group.
- After each meeting of the Group, minutes of the meeting will be produced and reported back to the Parish Council. Any matters arising may become an agenda item(s) for discussion at a subsequent Parish Council Meeting.
- The Group can be dissolved at any time by agreement between a majority of the member organisations.