

Halesworth Millennium Green Trust



Management Support Group

Terms of reference

1. Purpose / role of the Group:

- To support by advice, and to help deliver in practice, the practical management work which to date has been planned, organised and lead by one person

Need recognised by Trustees in Winter 2013 following gradual acquisition of further land and responsibilities (Rails' End, Southwold railway bridge, Angel Meadow) and significant increase in footfall resulting from laying and use of all-weather Track in 2013.

2. Membership:

- open to Green users, work party volunteers, anyone with a direct personal relationship to the Green
- no fixed number but either side of 10 desirable
- no delegated members or representatives from other organisations

3. Accountability:

- the Group is accountable to the Trustees
- Group members report back on any tasks undertaken to the Chair of the Trustees or to the Chair of the Management Support Group as agreed.

4. Review:

- the Group will review the relevance and value of its work and the terms of reference annually

5. Working methods / ways of working:

- sub groups will be set up as appropriate, accountable as at 4. above

a) Meetings

- meeting frequency will be flexible depending on need, location to be agreed including site meetings where helpful
- there is no required attendance by members but apologies should be sent in advance
- the Management Support Group Chair will organise and chair the meetings, unless rotation or delegation of chairing is agreed by the Trustees

- topics for the agenda will be generated from the notes of previous meetings and from the Management Plan, Action Plan and Annual Job Cycle Spreadsheet.
- notes of meetings will be circulated within a week, and there will be a minimum of 3 weeks' notification of meeting dates
- meetings will include small group discussions where helpful
- non-members will be invited to Group meetings to give specialist knowledge or input
- notes, agendas etc. will be archived by the Secretary to the Trust.

b) Sharing of information and resources (including confidential materials)

- group members will share information and resources relevant to Group tasks by email or at Group meetings
- members' emails and phone numbers will be shared with other members
- confidential materials and copyright issues will be referred to the Trustees
- the website will carry a tab giving read-only access to the Management Plan.

Appendix

The Trust Deed requires that the Trustees shall:

- hold the property to provide and maintain an open space for the benefit of the inhabitants
- and to be used forever as an area for informal recreation, play or other leisure time occupations
- a meeting area or place for community events
- and for any other lawful purpose consistent with these trusts and the general benefit of the community.

Objectives

- Make a substantial contribution to the life of the whole community
- Be able to be enjoyed by people of all ages and physical abilities
- Be open and evident to visitors to the locality as well as inhabitants
- Be an attractive place for people to take air and exercise, meet others and pursue leisure activities and pastimes consistent with shared enjoyment of the whole of the land
- Include an area suitable for community events and activities and celebrations
- Include significant "nature" areas where people can enjoy Nature and wildlife at first hand
- Make a positive contribution to the local environment and respect the established character of the area
- Remain safely and conveniently accessible from inhabitants' homes