

Parklands Wood Ufford

Parklands Wood Volunteer Working Group Terms of Reference

1. Description

Parklands Wood covers 8.12 ha of mixed woodland owned by Ufford Parish Council. It was purchased in 2014 from Suffolk Coastal District Council. Originally it was part of the Ufford Place estate laid out in the late C17 and owned by the Brooke-Blois families. During WWII the army built a tank development workshop and a number of huts on the site. Many concrete hut bases remain in the woods today.

2. Aims/Objectives

The volunteer working group comprises of local people who donate their time to the care and management of the wood and associated footpaths. The woods are managed for biodiversity to an agreed 10 year management plan, approved by the Forestry Commission, for the benefit of the natural world and the local community.

3. Parklands Wood Steering Group

- The group will comprise between four and twelve members, with at least one Parish Councillor attending meetings.
- There must be a minimum of four people to form a quorum for a meeting.
- Members may be co-opted at any time.
- There will be a minimum of 4 meetings per year.

4. Steering Group range of Agenda items

There will be an agenda published before each meeting which may include some of the following items as required:

- Woodland Management plan progress and review
- Felling License compliance
- Working parties
- Training and safety
- UPC Reports
- Woodland footpaths and safety inspections
- Gaining quotations for professional arboreal services.
- Grant applications
- Feedback from local residents
- New project planning

Meetings will be minuted by the Treasurer/Secretary function.

5. Officers

The Chair and Treasurer/Secretary functions will be elected annually.

6. Voting

Voting will be carried out by a show of hands, with the Chair having a casting vote in the event of a tie.

7. Finance

The treasurer will keep accounts open for inspection. Accounts are presented at the AGM and sent to UPC.

The Treasurer will hold a petty cash fund for small purchases. Funds will be held in the name of 'Friends of Parklands Wood.' Large items of expenditure need to be authorised by the Parish Council and payments made via the Clerk.

8. AGM

The AGM will be held not more than 15 months following the previous AGM. The location should be convenient to local residents and advertised no less than 14 days prior to the meeting.

9. Friends of Parklands Wood

Friends of Parklands wood may be active working group volunteers or local individuals who support the work of the group in other ways e.g. fundraising, events, etc.

