

**Terms of Reference for**  
**Stradling Park Working Group Committee of**  
**Llantwit Major Town Council**

**1. Composition**

The Stradling Park Working Group will comprise of 6 Town Councillors, including the Chairperson to be elected annually.

**2. Quorum**

3 of the Council members.

**3. Purpose**

- a) To work with the community and local organisations to develop and maintain a community garden and an open/wildlife/orchard area in Stradling Park
- b) To analyse information obtained and formulate an action plan or recommendations to achieve these objectives.

**4. Action**

- a) The committee to make recommendations to the Full Town Council for approval.
- b) Any recommendations relating to monies budgeted by the Town Council, can only to be actioned by Town Council staff or members.

**5. Budget**

- Requests can be made to the Town Council for funding through the Allotment and Open Spaces Budget. Additional funding opportunities will be applied for through Grant Applications.

**6. Confidentiality**

Because of the nature of some possible tasks, all members must take care to preserve the confidentiality of any documentation or information that comes into their possession as a result of tasks under consideration, subject to Freedom of Information Act.

**7. Frequency of meetings**

- a) Meetings of the Committee will be called as and when required.
- b) A member of the Town Hall Staff will be in attendance to provide note taking facilities and offer advice, except when matters being considered render this inappropriate.