



**Brundall Parish Council**

# Framework for 'Friends Of' Groups for Parish Council land

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The Full Council or a Committee can establish a Friends of Group for long term management or activities on any land or area the Council owns, leases or manages.

Guidance that the Friends Of Group must follow includes Health and Safety and Risk Management legislation and will be prepared by the Full Council or relevant Committee for ratification at the next Full Council Meeting following the Friends Of Group being established.

## **1. Membership**

All Groups will include a minimum of 1 Parish Councillor.

The Friends Of Group will consist of parishioners, other members of the public, and anyone with specific knowledge and/or expertise on the subject to assist the Friends Of Group.

The Group will determine the size that works best for the area of land. Membership may be fluid.

## **2. Chairperson**

The Chairperson of the Friends Of Group will be appointed by the Parish Council at the next Full Council or relevant Committee meeting and should be an elected Councillor, unless otherwise agreed by the Full Council or Committee.

The Chairperson will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

It is the Chairperson's duty to ensure that meetings are inclusive and held in a sensitive and respectful manner

## **3. Management**

The Friends of Group will follow Management Plans provided by Full Council or relevant Committee.

Day to day and practical management of the land will rest with the Friends Of Group.

Friends Of Groups cannot take major decisions on behalf of the Parish Council, for example involving expenditure or lasting structural impact on the land, without approval by the Full Council or relevant Committee.

## **4. Responsibilities and Areas of Operation**

The Friends of Group has responsibility for effective management of the land.

This will include, but not be limited to:

- Creation of a management plan for the area of land to be approved by Land Management/ Full Council

- Implement and monitor the management plan for the area of land
- Tackle issues as requested by the Full Council or relevant Committee
- Examine an issue in detail, read reports, plans, and related materials, examine options, and obtain advice for the Full Council or relevant Committee
- Act as experts, if having specialised knowledge/recognised qualifications, and/or liaise with experts
- Make recommendations to the Full Council or relevant Committee
- Explain the recommendations, reasons, and options to Full Council or relevant Committee by way of a written or verbal report
- Answer questions from the Full Council or relevant Committee

No funding or monies can be spent or committed without delegated authority or prior Full Council or Committee endorsement and will be subject to any Council Financial Regulations.

The Chairperson of the Friends Of Group, if unable to attend a meeting of the Full Council or Committee, will nominate another member of the Friends Of Group to attend and deliver the progress report.

## **5. Meetings of Friends Of Groups**

The Friends Of Group will arrange its own meetings as required.

A Friends Of Group does not meet in public, therefore Standing Orders are not applicable, although any members are expected to conduct themselves in a mindful manner. The Code of Conduct still applies to any Councillor who is a member of the Friends Of Group.

Formal agendas are not required but minutes or action points of any meetings should be recorded. Minutes or action points should be circulated to all members of the Friends of Group and a copy to the Clerk.

The Clerk and/or Deputy Clerk to the Council or Committee will be notified of any strategic meetings.

The Friends Of Group shall report to each meeting of the Council or relevant Committee.

The Friends Of Group will report to the Full Council at its Annual Meeting.