

## Overview of the committee

- The Committee is external to Cam Parish Council, Dursley Town Council and Uley Parish Council
- It was set up in 1994 in a contract with Stroud District Council (the owners)

## The Function of the Committee

The governance agreement with SDC delegated powers to the Cam, Dursley and Uley Joint Woodlands Committee to manage woodlands and grasslands – all of which are environmentally sensitive:

- 40 Hectares of woodland in Dursley (Cockshoot Wood) and Cam (Sheep Path Wood & Westfield Wood) that comprise of rare ancient woodland
- 31 Hectares grassland Cam Long Down and Cam Peak
- 5 Hectares grassland and woodland at Uley Bury

## The Management requirement is to:

- Maintain paths, gates, fences, cattle grids, trees, ponds and car parks
- Provide and operate and conservation plan

## Objectives of Management Plan:

- To maintain lands under management according to best practice
- High level land stewardship

## Membership of the Committee:

- Two councillors from each of the three Parish

## Supporting officers:

- Clerk/Finance officer – honorarium payment
- Part time paid Woodland Manager – contracted
- Foot paths officer – honorarium payment
- Officer from SDC

## Funding Sources:

- Stroud District Council
- RPA Grant (Rural Payments Association)
- Cam Parish Council
- Dursley Town Council
- Uley Parish Council
- Donations in kind from Cotswold Way Association
- Others where available

## Meetings

- Quarterly meetings are held usually on a Monday evening at 7 pm
- Extra meetings may be necessary occasionally

**CLERK/SECRETARY AND FINANCIAL OFFICER -- JOB DESCRIPTION**

- Agree Agenda for quarterly meetings with Chair
- Book venue for quarterly meetings
- Email Agenda and meeting papers to Committee Members 10 days in advance of each meeting and request appropriate reports
- Produce Minutes of quarterly meetings and circulate to Committee Members
- Receive correspondence regarding the land for which the Committee is responsible, and actioning as appropriate
- Apply for Grants from Uley PC/ Dursley TC and submit letter requesting payment from Cam PC, as required
- Receive invoices for supply of goods/services to the Committee, record and seek appropriate authorisation/approval of invoices
- Raise cheques and/or online transfer payments, appropriately authorised
- Reconcile the bank statements monthly
- Prepare budgets/cash flow forecasts in conjunction with the Woodland & Grassland Manager, and/or another other appropriately appointed Committee Member and monitor grants received
- Report financial position and any activities of clerk in previous quarter at each quarterly meeting
- Produce End of Year Accounts
- Prepare Annual Report for review by Chair
- Submit the Annual Report to Stroud District Council
- Carry out other tasks that may arise, commensurate with the post

**HONORARIUM**

£1500.00 per annum. (Reviewed annually)