



LEYBURN TOWN COUNCIL

Market and Burial Authority

THE SHAWL COMMITTEE

Purpose of the Committee

The Committee's role is to secure the future of and maintain the Leyburn Shawl Fields (13 acres), public access and enjoyment in perpetuity.

The aim of the Group will be to at least 'break even' year on year, but with the objective of putting aside funds for future maintenance.

Functions

- To consider any matters referred to it by the Council or other Committees.
- To manage and maintain the Shawl Fields, including gates, equipment and furniture.
- To exercise management of health and safety issues in respect of all the services of this Committee.
- To consider and determine any new Grazing Contracts/Tenders and any renewals of existing contracts under the jurisdiction of this committee.
- To monitor all matters relating to the lease of land and rental rates in connection with the land under the control of the Committee.
- To monitor periodically the income and expenditure of the Shawl Community account.



LEYBURN TOWN COUNCIL

Market and Burial Authority

Terms of Reference

1. The Shawl Committee is constituted as a Standing Committee of Leyburn Town Council. The Shawl Committee will be accountable to Leyburn Town Council and are **required follow the approved Standing Orders of Leyburn Town Council**. Breaches of these Standing Orders may result in termination of Committee membership by the Council.

2. MEMBERSHIP

- a. The Committee composition shall comprise of four Councillors (Mayor and three others) and eight members of the community.
- b. At maximum there will be places for 8 members of the community.
- c. Total number of members of the group is restricted to 12.
- d. The quorum shall be one third of all members, one of which must be a LTC Councillor (3 members of the community plus 1 Councillor).
- e. Any resident of Leyburn Electoral Parish whose name appears on the current Electoral Roll is eligible for membership.
- f. Members shall forfeit membership on moving out of the Electoral Parish.

3. POWER OF CO-OPTION

- a. If the level of members falls below a level which the Group finds it difficult to operate, then the Group in consultation with LTC will appoint further members. Any vacancies will be publicised on the Leyburn Town Council Website and notice board.
- b. At the discretion of the Chairperson any outsider may be asked to attend a meeting on an ad-hoc or a regular basis to provide information and/or advice.

4. COMPOSITION

- a. The Town Council Clerk/Deputy Clerk will act as Secretary and other roles such as media liaison will be decided by the Group.

5. VOTING RIGHTS

- a. All members of the Group will have equal rights and the Chairman will have a casting vote.
- b. Decisions would be made on a simple majority vote.
- c. Expenditure and financial decisions must have the support of the majority of Town Councillors.



LEYBURN TOWN COUNCIL

Market and Burial Authority

6. MEETINGS AND REPORTS

- a. Members of the public can attend meetings and speak in public representations.
- b. Meetings of the Shawl Management Committee are to be conducted in accordance with the approved Standing Orders of Leyburn Town Council.
- c. The Committee will host quarterly meetings or at such times that the Group feels appropriate.
- d. The Committee can meet as the workload requires, with a minimum of 3 days clear notice given.
- e. The Town Council Chairman/ Deputy Chairman will chair the meetings.
- f. All correspondence shall be conducted through the Town Clerk.
- g. The Agenda will be publicised on the LTC website and town notice board with a minimum of 3 days clear notice given.
- h. Minutes will be taken by the Town Council Clerk/Deputy Clerk.
- i. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to all members of the Committee and Leyburn Town Councillors.
- j. Minutes will be publicised on the LTC website, in the library and updates will be reported at the monthly Council meeting.
- k. The Group will have an Annual Meeting in April, at which they shall present their Annual Report and Accounts.

7. INCOME AND EXPENDITURE

- a. The Committee has delegated executive powers to place orders for works, repairs and services for the Shawl Fields excluding the Shawl Playground.
- b. The committee has delegated powers to manage and monitor all the Shawl Community Account finances. Any expenditure for the Shawl fields will be sanctioned by the Group.
- c. The Committee is responsible for the Grazing Agreements for the land in accordance with Financial Regulations.
- d. Revenue income is expected from the use of the land for eatage and from 'utility' payments.
- e. In addition the Group will have full scope to raise funds from personal or corporate contributions, collection points, or running any other form of activity designed to generate income.



LEYBURN TOWN COUNCIL

Market and Burial Authority

- f. Additionally, other grants for revenue costs can be tapped into using the powers of Leyburn Town Council.
- g. Auditing of the Shawl Fields Account will be part of the LTC's annual Audit procedure.

8. INSURANCE

- a. Third Party Liability insurance has been undertaken by LTC as part of its existing insurance policy.
- b. Any other activities which the Group may wish to initiate on the land or items introduced onto the land, may be subject to one-off insurance premiums paid from funds.
- c. Such activities/items should be raised with LTC to ensure compatibility with the Third Party Insurance.
- d. Committee will provide annual risk assessments for any additional activities/use of the land in line with the insurance requirements.

9. USE OF THE SHAWL

- a. The definitive footpaths across land must be open at all times.
- b. Any other activities to be held on the Shawl must obtain approval first from the Committee.
- c. Leyburn Town Council reserves the right to restrict access to the Shawl fields if an outbreak of national disease may pose threat to the livestock on the land.

10. MANAGEMENT PLAN

- a. A Management Plan is in place which may be revised by the Committee as and when considered necessary.