

# WTC Working Group Terms of Reference

## Tree Working Group for Wallingford Town Council

November 2025

<b>Background</b>	<ul style="list-style-type: none"><li>• A working party to support the parks and gardens committee make informed decisions re our tree portfolio in this changing climate and impact this has on our trees.</li></ul>
<b>Outcome</b>	<ul style="list-style-type: none"><li>• Have a plan of action which can be taken to PGA&amp;O Spaces committee</li></ul>
<b>Timeline</b>	<ul style="list-style-type: none"><li>• Re formed Early 2024</li><li>• The working group will have to justify its continued operation at the Annual Meeting in May</li><li>• The working group will be constituted For an initial period and reviewed in December.</li></ul>
<b>Deliverables/outputs</b>	<ul style="list-style-type: none"><li>• A documented, short mid- and long-term plan for our tree portfolio</li></ul>
<b>Members (councillors)</b>	<ul style="list-style-type: none"><li>• The Working Group will meet as often as required. Meeting notes should be submitted to and retained by the Meetings Officer.</li><li>• There must be three members present to constitute a quorum, of whom one must be the town Councillor or The Head of Parks and Estates.</li><li>• The Chair of the Working Group must be either a Town Councillor or Head of Parks and Estates and elected by the Group.</li><li>• Membership annually.</li><li>• The membership of the Working Group must include at least three Town Councillor and will be Chaired by either a Town Councillor or The Head of Parks and Estates and may include representatives of other Councils (e.g., District, County) and Non-Councillors (e.g., local groups, residents).</li></ul>
<b>Members (non-councillors)</b>	<ul style="list-style-type: none"><li>• The Council will approve the set-up of the Working Group.</li><li>• Additional or replacement Town Councillors may also be appointed by the Council during the year.</li><li>• The Working Group may be dissolved by the Council or Committee at any time.</li></ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"><li>• Head of Parks and Estates, Cllr Steve Holder, Cllr Mike Acreman, Cllr Ros Lester, Parks and Estates Manager, Brian Landowski, John Branan, Chris Gamester, Darren Chamberlin, Andrea Dexter</li></ul>

<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Parks, Gardens, Allotments and Open Spaces Committee</li> <li>• At the committee meetings</li> <li>• A written report with short mid and long term suggestions to be signed off and approved by the Parks, Gardens, Allotments and Open Spaces</li> </ul>
<b>Methodology</b>	<p>a) To follow the guidance received from our subject matter expert Think Trees.</p> <p>b) To develop a short, mid and long-term plan for the trees of Wallingford Town Council in the wider context of strategies and actions at District and County levels</p> <p>c) To identify opportunities for a sustainable treescape across the Wallingford Town Council for future generations</p> <p>d) To promote the multiple benefits of trees</p> <p>e) To identify opportunities for community involvement in supporting 1a to 1c</p>
<b>Convenor</b>	<ul style="list-style-type: none"> <li>• Cllr Steve Holder and the PGA&amp;O committee</li> </ul>
<b>Conduct</b>	<ul style="list-style-type: none"> <li>• The Working Group must act in a professional manner and maintain high standards in all its meetings, communication, and business. The Council's Code of Conduct and civility and respect pledge applies to the Town Councillors.</li> </ul>
<b>All Principles and Policies of the Council to apply, including:</b>	<ul style="list-style-type: none"> <li>• The Council Code of Conduct, Civility and Respect Pledge</li> <li>• Policies relating to data protection legislation.</li> <li>• Notes of the meetings to be publicly available.</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• The Working Group is established by and takes its authority from the Council. The Council must approve the Group's Terms of Reference and the Group is accountable to and shall report to the Council.</li> <li>• The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.</li> </ul>