



WETHERBY TOWN COUNCIL

PATHS PARTNERSHIP Terms of Reference

1. Introduction

- 1.1 The Paths Partnership is constituted as a Committee of Wetherby Town Council.
- 1.2 The aim of the Paths Partnership is to effectively monitor and work to enhance the Public Rights of Way (PROW) in and around Wetherby.
- 1.3 The Paths Partnership has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside these terms of reference shall be made to the Full Council.
- 1.4 The Paths Partnership shall be administered and managed in accordance with these Terms of Reference, the Council's Standing Orders and relevant legislation governing the use and maintenance of PROW (e.g. the [Countryside Code](#)).

2. Membership

- 2.1 The Paths Partnership shall consist of up to nine members to include at least three Town Councillors. Town Councillor representation on the Paths Partnership will be elected annually at the Annual Meeting of the Town Council.
- 2.2 Non-Councillor representatives of the local community, interest groups, businesses etc may be appointed as members of the Paths Partnership but will have no formal voting rights. Non-Councillor members of the Paths Partnership will be appointed at each Annual Meeting of the Town Council.
- 2.3 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.
- 2.4 In the event of the resignation, death or disqualification of a Committee member during the year any vacancy on the Paths Partnership will be filled at the next meeting of the Full Council.
- 2.5 Non-Members of the Paths Partnership will be required to sign an agreement to abide by the Council's Code of Conduct when acting in their role as a Group Member. Copies of these declarations will be retained by the Town Clerk and destroyed upon the cessation of the person's membership of the Group.
- 2.6 Substitutions are not permitted in the event of a Group Member's absence from a meeting of Paths Partnership.

3. Meetings & Voting

- 3.1 The Town Clerk's office will call meetings of the Paths Partnership as necessary, but usually twice per year.

- 3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Group meetings than members of the public.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 Members of the public shall have the opportunity to speak at meetings of the Paths Partnership, in accordance with the Town Council's Standing Orders.
- 3.5 Non-Councillor members of the Paths Partnership will not have voting rights on the Committee.
- 3.6 The Paths Partnership will progress its work by consensus of opinion whenever possible. However, if no consensus can be reached, then decisions will be referred to the next meeting of the Full Council.
- 3.7 Three members of the Group, including at least one Town Councillor, shall constitute a quorum.

4. Documentation

- 4.1 Minutes of all meetings will be taken by the Town Clerk's office, circulated for approval at the next Group meeting and submitted to Full Council meetings for information.
- 4.2 A copy of the Definitive Map for the parish shall be kept in the Town Clerk's office.
- 4.3 All correspondence shall be conducted through the Town Clerk's office.

5. Finance

- 5.1 The Paths Partnership shall have no power to incur expenditure on behalf of the Town Council. Any proposed expenditure shall be recommended to Full Council for consideration.
- 5.2 The Group shall ensure that all its activities are delivered at no net cost to Wetherby Town Council, unless otherwise approved by the Full Council.
- 5.3 The Paths Partnership shall have the delegated power to raise funds through sponsorship, grant applications and other initiatives for the furtherance of the Group's activities in accordance with the scope of these terms of reference.
- 5.4 The Paths Partnership shall have the delegated authority to submit grant applications in the name of Wetherby Town Council.
- 5.5 The Town Council shall manage the budget and contract for the cutting of the parish paths under the P3 agreement with Leeds City Council. The progress of the P3 contract and cutting schedule shall be reported at least annually to a meeting of the Paths Partnership.

6. Scope

- 6.1 To complete, on a regular basis condition surveys of the PROW in the area of Wetherby Town Council.



- 6.2 To report any incidents that necessitate maintenance work to be carried out on the PROW.
 - 6.3 To report any occurrences of vandalism and graffiti on the PROW.
 - 6.4 To draw to the attention of Leeds City Council improvements that would enhance the PROW.
 - 6.5 To make recommendations on new paths or extensions and proposed changes to existing ones.
 - 6.6 To report on the surface of the paths in relation to the type of use and the amount of people using this particular path.
 - 6.7 To look for improvements to the existing signage on the PROW.
 - 6.8 To work pro-actively with Leeds City Council and other local and regional bodies established for the promotion and / or management of any PROW or activities which fall within the Group's terms of reference.
- 7. Review**
- 7.1 The Paths Partnership's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

