

**Approved by the board on: 10<sup>th</sup> August 2021**

### **Purpose**

1. The purpose of the Garden and Social Committee is to:
  - a. increase the sense of community spirit of residents of Wrayburn House and it's neighboring blocks;
  - b. keeping the TMO values of inclusivity and diversity at the forefront of the decision making process;
  - b. organise events and gardening for residents;
  - c. achieve greater community involvement through social events;
  - d. oversee the management of projects and activities for open and green spaces;
  - e. gather ideas and feedback from residents for future events and green space use;
  - f. to apply for and review project applications for events, and open and green spaces;
  - g. the power to approve funding as delegated by the Board;
  - h. apply for TRA and other funding from the Council; and
  - i. report to the board and general meeting.

### **Membership**

2. The Garden and Social Committee is appointed by the TMO Board. It will consist of a minimum of four members and a maximum of six. The quorum shall be three members.
3. The chair of the committee shall be appointed by the Board. Where the chair is unable to attend, the meeting shall decide the chair.

### **Attendance at meetings**

4. The TMO Manager shall attend the Garden and Social Committee meetings as and when required.
5. The committee shall appoint a member to take the minutes of meetings. Attendance, actions and decisions will be minuted and reported to the Board.

### **Frequency of meetings**

6. Meetings shall be held at least 4 monthly or more regularly if the need arises.

## **Authority**

7. The Garden and Social Committee is authorised by the board to organise events for the residents of Wrayburn House and it's neighboring blocks and to approve grant funds as delegated by the Board. The committee may apply to Southwark Council for TRA funding on an annual basis.
8. The chair shall be responsible for interpreting the meaning of decisions agreed by the committee.

## **Duties**

9. The duties of the Garden and Social Committee shall be:
  - a. To produce a draft annual plan for gardening and social/community events for WCO Board to approve.
  - b. to organise at least one annual event for the benefit of the wider community in Wrayburn House;
  - c. to involve the residents of Wrayburn House and neighboring blocks in the organisation and implementation of community events;
  - d. to report to the board on the use of any funds secured or allocated and
  - e. to consider other topics, as defined by the board.

## **Reporting procedures**

10. The subcommittee shall pass all papers to the TMO Secretary who shall circulate the minutes of the Garden and Social Committee to all members of the board and relevant Council Officers.

## **Changes to the Terms of Reference**

11. Any changes to these Terms of Reference must be approved by the WCO Board.