

## Parish Plan Working Party

### TERMS of REFERENCE

- PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Stradbroke Parish Council's Parish Plan Working Party
- SCOPE:** This document covers all those activities related to the preparation of a Parish Plan within the responsibility of Stradbroke Parish Council.
- DEFINITIONS:**
- Parish Plan Working Party** – 'Working Party'
  - Stradbroke Parish Council** – 'the Council'
  - Stradbroke Parish Councillors** – 'Councillors'
  - Clerk to Stradbroke Parish Council** – 'the Clerk'

#### 1. Membership & Controls

- 1.1 The Working Party will consist of a minimum of two Councillors plus members of the public, this latter group to include employees of and service providers/contractors to the council, should they wish to serve.
- 1.2 The Council will appoint a Chair from among the council members when the working party is established. In the absence of the Chair at a meeting the Working Party will elect any member to act as chair for that meeting.
- 1.3 The Working Party will need a minimum of three Working Party members in attendance in order to be deemed quorate, and in such circumstances at least two must be Councillors.
- 1.4 The Working Party may invite non-members to attend meetings.
- 1.5 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the annual general meeting of the Parish Council.
- 1.6 The Council shall formally review the continued need for the Working Party annually at the annual general meeting of the Parish Council.
- 1.7 The Working Party will not have powers of spend, but may make recommendations for approval to spend at Council meetings when required.

#### 2. Reporting

- 2.1 Meetings will not be recorded and will not be public.
- 2.2 A written report from the Working Party will be available monthly to Council. After approval, a copy of the Meeting Notes will be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the annual general meeting of the Parish Council.



### **3. Terms of reference**

- 3.1 To engage the public and encourage them to become involved in the preparation of a Parish Plan.
- 3.2 To hold an open meeting as part of the Annual Parish Meeting to propose the Parish Plan proposals.
- 3.3 To oversee the production of a Parish Plan with focus on the following areas:
  - The next generation
  - All Saints Church and the Baptist Church
  - Community Facilities
  - Sport and Leisure
  - Community Organisations