



# Village Plan Working Party

## Terms of Reference

Adopted on 11<sup>th</sup> November 2019

Original signed (Chairman)

Date	Details of any revision

Schedule of review: November 2020

## **Terms of Reference for the Village Plan Working Party (VPWP)**

Easton on the Hill Parish Council has appointed this working party to discuss the Village Plan in detail, to meet with other electors, officials of other bodies, contractors etc. to implement the recommendations put forward in the Village Plan of 2017. These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Village Plan Working Party (VPWP). The VPWP is appointed by, and responsible to, Easton on the Hill Parish Council.

### **Membership**

Members of the working party will be appointed every year at the Annual Parish Council meeting or another meeting as agreed by Full Council. Further members may be co-opted at the discretion of the Parish Council.

The constitution of the working party shall be a minimum of four members - at least two parish councillors and up to six non-councillors who either live or work in the village. They will undertake to represent the whole community and not just the views of group members. Representatives from other organisations may be invited to a meeting to offer expertise and guidance.

For a meeting to be valid there must be a quorum of at least 3 members, one of whom must be a Parish Councillor. Resolutions of the VPWP will be made by majority agreement by show of hands of those present and voting. The Chair has the casting vote if required.

A Chairman will be appointed for the working party every year at the Annual Parish Council meeting. If the Chairman is absent from a meeting, another person must be appointed to Chair that meeting.

The Chairman will be the main point of contact for Council staff, Council members and members of the public.

### **Record of meetings**

At the first meeting of each year a secretary will be appointed to take minutes of meetings and submit these to the Clerk of Easton on the Hill Parish Council (PC), unless the Clerk is present at the meeting.

The Terms of Reference and minutes of all meetings should be published and available to the public. An agenda will be approved by all members with requests for agenda items being submitted to the secretary 7 days prior to the meeting to enable the secretary to produce and circulate the agenda. A copy of the minutes will be sent to the Clerk at the PC to be included with associated paperwork for PC meetings. Minutes will be seen by the Chairman prior to being submitted to the Clerk.

## **Powers**

The Working Party has no spending powers, nor can it make decisions on behalf of the Parish Council. It is an advisory group with no delegated powers of the Parish Council.

Any changes to these Working Party Terms of Reference shall require Parish Council approval.

## **Responsibilities and areas of operation**

Working parties are not a public meeting so do not have to be advertised.

The working party will look at specific areas or issues which may be identified in the village plan and are not already covered by other working parties.

They will recommend ways to deliver the suggestions made in the plan, and to update the plan as considered necessary. An action plan will be drawn up as soon as possible, after consultation with residents, on the priorities for the VPWP to address.

The working party will consult with other working parties where there is a potential overlap in issues being addressed, ie traffic, playing field.

The working party will report monthly to The Parish Council for a resolution on any important decisions recommended; and for a resolution to spend money on a particular item.

The Working Party and all its proceedings and communications shall be subject to the provisions of the Data Protection Act, General Data Protection Regulations and the Freedom of Information Act.

## **Frequency, Timing and Procedure of Meetings**

The Working Party shall meet as and when required and agreed by all members.

All members will follow the Council's code of conduct in its dealings.

The VPWP will endeavour to cost up any recommendations.

The PC will assist the VPWP to source external advice when requested and as soon as practicable.