



Village Hall Roof Working Group Terms of Reference

1. Membership

Members of the working party will be appointed by the Parish Council and will consist of a minimum of 3 elected members of the council.

With the authority of the Full Council the working group can co-opt members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership will be for the duration of the project and reviewed at the next Annual meeting of the Full Council.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working party by the Parish Council. The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council has established the role of the working group and its full terms of reference to:

- Manage the replacement of the village hall roof
- Ensure the project follows best practice and the necessary planning permission and conservation area issues
- Make sure that all decisions are made considering climate change and the carbon footprint of the Parish Council
- Report and make recommendations to Full Council.



The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Environment Committee, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor and volunteer who is a member of the working party.

Formal agendas and minutes are not required.

The Clerk to the Council will be notified of any meeting with at least 3 working days' notice.

The quorum of the group shall be at least 1 elected member.

The working group shall report formally to each Environment Committee meeting.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of meetings will be as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis at the May meeting unless otherwise specified.