



TERMS OF REFERENCE

PARISH DEVELOPMENT WORKING GROUP

Membership	<ul style="list-style-type: none"> • Three (3) Parish Councillors. • A minimum of two (2) Parish Councillors shall be present at each meeting. • At the first meeting, the Working Group will elect a chairperson.
Administration	<p>The Parish Clerk will provide administrative support when requested to do so by the Working Group.</p>
Purpose	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> • To analyse the Parish Appraisal in order to identify and prioritise the needs and aspirations of the community. • To produce an action/development plan. • To research associated costs and funding options. • To propose a timeframe for completion of identified development. <p>The Working Group is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.</p>
Reporting Arrangements	<ul style="list-style-type: none"> • A report containing a summary and any recommendations that require Parish Council approval shall be prepared and included on the meeting Agenda.
Meetings	<ul style="list-style-type: none"> • The Working Group shall normally meet monthly, or as may be required. • At least three clear days’ notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member. • Meeting can be held virtually. • Whenever possible, notices of meetings should detail the matters to be discussed. • The Clerk shall keep a record of meetings and circulate notes to Working Group members in a timely fashion. • Formal Agenda and Minutes are not required.
Dissolving the Working Group	<ul style="list-style-type: none"> • If the Working Group wishes to dissolve it must notify the Parish Council. • The Parish Council to consider the role of the Working Party on completion of the Development Plan.

Approved at the Annual meeting of the Council on 19 May 2025 Minute ref. 079/25.