



## TERMS OF REFERENCE

### PARISH DEVELOPMENT WORKING GROUP

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

Approved at the Annual meeting of the Council on 18 May 2026 Minute ref. 082/26