

Burlescombe Parish Council

Asset and Responsibilities Working Group

Terms of Reference

The Parish Council as the parent body has formed a Working Group to carry out specific detailed tasks on these matters that fall within its powers.

The Working Group will comply with the Parish Council's Standing Orders on the governance and membership.

Purpose:

The Asset and Responsibilities Working Group has been tasked with reviewing the historical and current documentation handed over by the Parish Clerk and Responsible Financial Officer to ascertain the assets and responsibilities of the Burlescombe Parish Council.

The Working Group is further tasked with preparing a job description and advertisement for the Parish Clerk and Responsible Financial Officer.

Membership:

The membership of the Working Group will be agreed by Burlescombe Parish Council and, in the first instance, will consist of all Parish Council members.

Going forward, no less than two Parish Council members will sit on the Working Group and the Working Group may also co-opt members of the public who have specific knowledge/expertise on the subject to assist the Working Group.

Term of Membership

The Term of Membership for a working group will be for a period of one year or to 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.

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 a member of the Council unless otherwise agreed by the Full Council.

Powers Working Group

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

Responsibilities and Areas of Operation

The Full Council has established the role of the working group as detailed as detailed in 'Purpose' above.

Meetings

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

The Clerk to the Council will be notified of any meeting with at least 4 working days' notice and will advertise the meeting with at least 3 working days' notice. The quorum of the group shall be one Parish Councillor member of the group plus two other members.

Meetings of the working group will be held in a publicly advertised location which may be a private residence or a local hall.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting. The working group will report formally to the Full Council at its Annual Meeting if required.

For the purposes of transparency, the Working Group reports will be published in the minutes of the Parish Council.

Note: The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend.

Approved by Burlescombe Parish Council on _____ 2024