

## Terms of Reference

### Tickton & Routh Parish Community Led Housing Stage 1 (Part II) Working Group

Adopted by Tickton & Routh Parish Council at the meeting held on 9 December 2019 Minute No. 202/19.

Membership	<ul style="list-style-type: none"><li>• The Working Group will be made up from members of the community, including Parish Councillors (3) nominated by the Parish Council.</li><li>• A minimum of two (2) Parish Councillors shall be present at each meeting.</li></ul>
Roles	<p>Defining Roles</p> <ul style="list-style-type: none"><li>• At the first meeting, the Working Group will elect a Parish Councillor to be Chairperson.</li><li>• The Parish Clerk will provide administrative support as required.</li><li>• Wherever possible all other members should have a specific role, to be agreed by the Working Group</li></ul>
Roles & Relationships	<ul style="list-style-type: none"><li>• It is expected that all Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members and a copy made available at each meeting.</li><li>• Parish Council insurance will cover the previously agreed activities of the Working Group, but Working Group members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.</li></ul>
Purpose	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"><li>• Undertake further investigate, research and consultation in order to identify the need and local support for Community Led Housing within the Parishes of Tickton and Routh.</li><li>• Liaise with relevant authorities and organisations to make the Community Led Housing Stage 1 as effective as possible.</li><li>• Identify ways of involving the whole community and gather the views and opinions of as many residents and organisations in the community as possible.</li><li>• Determine the types of survey and information gathering to be used.</li><li>• Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.</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>• 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>• A report containing a summary and any recommendations that require Parish Council approval shall be prepared and included on the meeting Agenda.</li></ul>
Finance	<ul style="list-style-type: none"><li>• Stage 1 grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Community Led Housing Stage 1 purposes only.</li><li>• All financial transactions including ordering supplies will be conducted through the Clerk, to ensure that the Parish Council Financial Regulations are observed.</li><li>• The Clerk shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget.</li><li>• The Parish Clerk will report back to the Working Group and the Parish Council on planned and actual expenditure for the project.</li></ul>

	<ul style="list-style-type: none"><li>• Invoices will be made out in the name of the Parish Council who will pay them at the next scheduled Parish Council meeting.</li></ul>
Reporting	<ul style="list-style-type: none"><li>• Parish Councillors who are also members of the Working Group, will act as a liaison between the two bodies and provide a regular report and any recommendations to the Parish Council, for approval.</li></ul>
Dissolving the Working Group	<ul style="list-style-type: none"><li>• At the conclusion of the Community Led Housing Stage 1 the Parish Council should discuss and agree the future of the Working Group.</li><li>• If the Working Group wishes to dissolve it must notify the Parish Council.</li></ul>