

Cheddon Fitzpaine & West Monkton Parish Councils

Country Park Working Group – Terms of Reference

Remit:

- The Working Group exists to consider matters relating to the establishment and ongoing management of the Country Park.

Time:

- The Working Group shall be constituted for an initial period of two years.
- The initial period may be extended for an additional period which must be defined at the separate Parish Councils in full council meetings.

Composition:

- The Working Group must include in equal numbers at least two members from Cheddon Fitzpaine Parish Council and at least two members from West Monkton Parish Council.
- There is a requirement for a Clerk from each Parish Council to attend the Working Group meetings in order to take 'notes' which can be circulated to members of both Parish Councils following the meeting.
- The Working Group may include individuals that can be co-opted as needed from time to time for their expertise.

Powers:

- The Working Group has no decision-making capabilities.
- The Working Group may only act under the direction of the Parish Councils.
- The Working Group has no requirement to publish an agenda.
- The Working Group has no requirement to keep minutes.
- All members of the Working Group must be familiar with its Terms of Reference.

Expenses:

- The Working Group has no budget.

Data:

- All information collected is to be available to the Parish Councils.

Reporting:

- The Working Group will submit a short monthly report to the Parish Councils.

Approved by **Cheddon Fitzpaine Parish Council** at a full council meeting on **BLANK**.

Approved by **West Monkton Parish Council** at a full council meeting on **BLANK**.