

# Haxey Parish Council

## Local Awards Working Group Terms of Reference

<b>Name of Committee/Working Group:</b>	Local Awards Working Group
<b>Membership:</b>	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
<b>Need:</b>	<ul style="list-style-type: none"><li>• To establish a local award scheme for the recognition of individual and group efforts in support of the Parish when required.</li><li>• To implement a process for the 4 yearly nomination and selection of an individual and group.</li><li>• To organise a 4 yearly presentation for the individual and group selected for the award.</li><li>• Report back to the full Parish Council on the functioning and progress of the Local Awards Working Group as required.</li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting</li><li>2 Meetings to be convened as required when the scheme is active – ideally once per quarter.  Meetings will normally exclude the press and public.</li><li>3 Minutes are not normally produced. Notes of Action to be completed if required and presented to the next meeting of the Parish Council.</li><li>4</li><li>5 The Working Group may co-opt as required.</li><li>6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.</li><li>7 The Clerk of the Council will not normally support the Working Party but guidance, if required, should be taken from ERNLLCA as to appropriateness.</li></ol>
<b>Restrictions:</b>	<ol style="list-style-type: none"><li>8 Only Members of the Parish Council may be members of the Working Group.</li><li>9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically summoned.</li><li>10 The quorum shall be three (3).</li><li>11 The Working Group will make recommendations to the full</li></ol>

Council which will subsequently need to be approved by the full Council.

**Members: Cllrs Orton, Booth, Knowles, Lindley.**

**Approved by Haxey Parish Council – May 2018.**