

# Haxey Parish Council

## Parish Plan Working Group Terms of Reference

<b>Name of Committee/Working Group:</b>	Parish Plan 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 assume the responsibility for the 2010 Haxey Parish, Community-Led Plan following the disbandment of the Parish Plan Action group.</li><li>• To work with the Community and any other relevant organisations to ensure that the outstanding actions for the Parish Plan are implemented in the published timeframe.</li><li>• To periodically review the current Parish Plan with a view to updating the Plan and actions and, in the light of developing Government led initiatives taking the Plan to any other level.</li><li>• Act as the Haxey Parish Council focal point for Parish Plan matters with the Principal Authority and any other organisations.</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 – ideally once a year.  Meetings will normally exclude the press and public.</li><li>3 Minutes are not normally produced, verbal reports are acceptable at the discretion of the Chairman. Notes of Action to be completed if required and presented to the next meeting of the Parish Council for subsequent publication to the Community.</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 may be required to 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 Members of the Parish Council and Members of the Community may be members of the Working Group.</li><li>9 Members of the Working Group, any co-opted or specifically summoned representatives may speak at meetings at the discretion of the Chairman.</li></ol>

- 10 The quorum shall be three(3).
- 11 The Working Group shall report back to the full Council for any financial/policy approval as required
- 12 In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the full Council and subsequently reported back to the full Council for approval.

**Members: Cllrs Smedley, Allcock, Knowles, Orton, Carlile, Cooke.**

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