

Haxey Parish Council

Asset of Community Value(ACV) Working Group Terms of Reference

Name of Committee/Working Group:	Asset of Community Value (ACV) Working Group
Membership:	4 Parish Councillors. The Chairman and Vice Chairman are also Permanent Members.
Need:	<ul style="list-style-type: none">• To represent the Parish Council (Second Respondent in the ACV process) and meet as required with Representatives of the Principal Authority (First Respondent in the ACV process) and Representatives of Haxey Parish Community to formulate a way forward for the support of and progress of the ACV process on designated Parish assets.• In the event of any Appeal from ACV designated Parish Assets, the Working Group is also tasked with providing any required input to the Regulatory Tribunal to meet their timescales.
Conditions:	<ol style="list-style-type: none">1 Core Parish Council Membership of the Working Group to be decided upon its creation and the continued core membership of the committee to be re-appointed at the Annual Council Meeting. NLC Membership to be decided by the Principal Solicitor. Community representation to be up to 3 representatives, agreed by the Working Group. The Clerk to the Parish Council will support the Working Group activity.2 Meetings to be convened as required and generally on a monthly basis.3 Meetings are to exclude the press and public.4 Notes of Action to be produced after each meeting and agreed as a true record at the subsequent meeting. Only Working Group Members are to receive notes and the contents of notes are to be treated as STRICTLY CONFIDENTIAL and are not to be distributed beyond the Working Group.5 The Working Group may co-opt as required.6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.
Restrictions:	<ol style="list-style-type: none">7 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically summoned

- 8 The Parish Council quorum shall be three (3). The quorum for the combined representatives shall be at least one from each non-Parish Council representatives.
- 9 In the event of emergency action being required by Parish Council representation, 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 Working Group and if necessary, the Full Council.
- 10 The Parish Council Working Group shall report any relevant information on the ACV process to the Full Council as required and if a brief on ACV activity to the Full Council is required, the meeting is to be closed to all but Parish Councillors.

Core Members: Cllrs Allcock, Booth, Carlile, Condliff, Harris and Knowles.

Approved by Haxey Parish Council – May 2019