

Community Hall Working Groups Terms of Reference

Name of Group – Community Hall Working Group Terms of Reference (TOR) V3. Adopted 29/09/2020. Amended 01/06/2021.

1. Purpose or Role of the Working Group:

- a. To support the Council to achieve its aims and objectives.
- b. Undertake specific assignment identified by the Council to achieve specified goals
- c. Gather community input, convey community needs/concerns, review opportunities, provide project guidance and review deliverables.
- d. To work with partners and/or liaise with experts.
- e. Prepare a written report of recommendations within an agreed period of time.
- f. The goal of the Working Group is to reach consensus on the assignment. If the Working Group cannot come to consensus a written explanation to be given of the varying perspectives of the Working Group, including points of consensus, points of emerging consensus and area of disagreement.

2. Membership:

- a. Working Group to be made up of 5 Councillors.
- b. Up to 3 Non-Council members may be co-opted to provide specialist knowledge or expertise. Co-options to be approved by the Parish Council.
- c. Non-Council Members are to agree to abide by the Council's Code of Conduct.
- d. The Chair will be the main point of contact for the Council and members of the public.
- e. Membership of the Working Group, meeting frequency, reporting arrangements can be varied with the approval of the Council.
- f. All Working Group members have voting rights.
- g. Only Working Group members present at the meeting will be eligible to vote.
- h. All Working Group members will stand by the recommendations of the Working Group and not speak against them in public.

3. Roles and Responsibilities of Working Group Members:

- a. Attend Working Group Meetings, actively participate and stay for the whole meeting.
- b. Read written material sent in advance of a meeting.
- c. Be available for conversations between meetings as needed.

- d. Work in good faith and collaboratively with other Working Group members, especially those with a different perspective.
- e. Share information and develop shared understanding with other Working Group members.
- f. Attend Community Workshops relevant to the subject of the Working Group.
- g. Any member who fails to attend 3 consecutive meetings will be excluded.

4. Meetings:

- a. All meetings will be chaired by_____.
- b. A meeting quorum will be 50% + 1.
- c. Meetings will be held _____for_____ at_____.
- d. Meetings are not required to be held in public.
- e. Agenda to be compiled by the Chair and distributed to attendees a minimum of 3 clear working days prior to the meeting.
- f. Members will be invited to contribute items to the agenda if they wish.
- g. The Chair will be responsible for circulating the report and reporting to the Council.
- h. Members of the Parish Council may attend any Working meeting in a non-voting capacity.

5. Powers:

- a. Working Groups cannot make any decisions on behalf of the Parish Council. Any recommendations made by a working group will be subject to the approval of the Parish Council.
- b. Working Groups have no delegated powers.

6. Budgetary Responsibility:

- a. Working Groups do not have delegated powers to spend money.
- b. All recommendations for expenditure are to be put to the full Council for consideration.

7. Dissolution:

- a. At such time members feel the Working Group has achieved its objectives, or can no longer achieve its objectives by consensus, the Working Group can be disbanded.
- b. Working Groups will be dissolved once the objective has been achieved or the Council considers its services are no longer required.

8. Definition of Terms:

Consensus (agreement among all members).

Seeking consensus is a fundamental principle of the Working Group. In reaching consensus, some Working Group Members may strongly endorse an overall or particular proposal which others may accept as workable. Others may only be able to endure. Still others may stand aside noting a verbal disagreement, yet allowing the group to reach consensus without them if the decision does not affect or compromise their interests. Any of these actions still constitutes consensus.