**Middleton Cheney Parish Council Terms of Reference**

**Task & Finish Groups**

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# working groups

The Parish Council as the parent body, or committees with delegated powers, can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council. Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Group being established.

1. Membership

Members of the working group will be appointed by the Parish Council, or committee with delegated powers, and will consist of a minimum of 3 elected members of the council unless otherwise specified.

With the authority of the Full Council the working group can co-opt members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited.

The Annual Meeting of the Council can re-confirm the working group’s membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the working group by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working groups will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference. This may include:

1. To tackle issues as directed by the Council.
2. To be task specific and time limited.
3. To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
4. To act as experts and/or liaise with experts.
5. To make recommendations to Council.
6. To explain the recommendations, reasons, options to Full Council by way of a written report.
7. To answer questions from the Council.
8. No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement. The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working group to attend and deliver the progress report.

5. Meetings of Working Groups

A Working group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working group.

Formal agendas and Minutes are not required. The Clerk to the Council will be notified of any meeting with at least 3 working days’ notice.

The quorum of the group shall be 3 elected members, co-opted members will not count towards the quorum. The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings will be as required.

The working group is expected to be time limited as specified by Full Council or parent committee. The continuing need for a working group will be reviewed by the Full Council on a 6 monthly basis unless otherwise specified.

## green middleton Working Group

Background: Cllr Kristian Burgess, Cllr Nina Truman & Cllr Alison Knight are previously appointed to the working group. This working group is facilitated by the Amenities Committee to advise council on the requirements for village grass cutting provision enabling a tender process. Also, to advise council on options relating to the PC building regeneration project.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to green space in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To seek views from residents of the Parish regarding their wishes for open space from the Parish Council.
4. To assess feasibility of expressed views and to submit proposals to the Parish Council for new or improved resource.
5. To accurately convey relevant information to residents of the Parish regarding the key decisions, proposals and actions of the Parish Council, and the working group;
6. To be responsible for dealing with items of correspondence, consultations and projects relating to open spaces in the Parish where this is the responsibility of the working group. This does not include communication from individual residents directed to the clerk of the Parish or communications that fall directly within the role of the clerk of the Parish;
7. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## Parish council building Working Group

Background: Cllr Nina Truman, Cllr Kay Stevens & Cllr Rachel Washer are appointed to the task & finish group. The working group will produce a report, including costings, for the council building outside space regeneration project. Report to be presented initially to November Full Council meeting.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement policies of the Parish Council where relevant in relation to use of Council property and buildings.
3. To assess feasibility of expressed views.
4. To investigate the opportunities and costs of the project.
5. To undertake costing exercises/quotes for any proposals and make recommendations to the Parish Council;
6. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## future residential developments Working Group

Background: Cllr Kay Stevens, Cllr Mark Allen & Cllr Alan Youel are appointed to the working group. The purpose of the working group to explore potential to use an existing framework or create a new approach to gather resident consensus on development planning. Report to November Full Council Meeting.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to the management of assets in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To consider information sources for potential development land availability.
4. To develop community consultation options.
5. To investigate communication strategies.
6. To consider WNC strategic development plan in relation to local needs.
7. The Working Group is authorised to appoint advisers as and when necessary to assist in its work.

## planning open space Working Group

Background: Cllr Kristian Burgess, Cllr Alison Knight & Cllr Nina Truman are appointed to the task & finish working group. This working group is facilitated by the Planning and Highways Committee and will coordinate views and actions from councillors and members of the community, regarding S106 provision at Thenford Road and Legal obligation S3 at Millers Way. The project group will continue to exist until either the open space land has been adopted by council, or there is a decision by the developer to discharge the responsibility to a management company, or it is ratified by the Parish Council to cease or put on hold the process. The Parish Council will review the terms of reference as necessary and, in any case, if the function and/or status of the project group changes. The group will initially report back to council at October 2022 meeting.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To bring together the views of community and council and review.
3. To undertake relevant consultation locally, Council wide and nationally to obtain views and increase knowledge of options and requirements.
4. To gain outline costs of options.
5. Acting under the Planning and Highways Committee, the group will report to the Parish Council their recommendations.
6. To manage correspondence related to open spaces.
7. To maintain records of action, correspondence and meetings.
8. The working group has the authority to recruit members beyond the project group from within the community.

## Allotment Working Group

Background: Cllr Kristian Burgess, Cllr Ruth Hoose & Cllr Kay Stevens are appointed to the task & finish group. The purpose of the working group is to review current tenant status of council owned allotments, report on BT allotments, and consider future allotment land provision.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To seek the views of residents of the Parish regarding who may need support, review what is available and identify how the current support may be enhanced.
3. To assess the feasibility of expressed views.
4. To identify possible land availability for future allotment provision.
5. The working group has the authority to recruit members beyond the project group from within the community.

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## community warm spaces Working Group

Background: Cllr Ruth Hoose, Cllr Alison Knight & Cllr Nina Truman are appointed to the task & finish working group. The purpose of the working group is to consider all aspects of a liaise, advertise, vulnerable people action plan with Library/ good neighbour scheme.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. Where appropriate, to liaise with and support the work of the Library and Good Neighbour Scheme.
3. The working group has the authority to recruit members beyond the project group from within the community.

## parish archives Working Group

Background: Cllr Alison Knight, Cllr Ruth Hoose & Cllr Edward Jerrams Coughtrey, are appointed to the task & finish group. The purpose of the working group is to overhaul stored materials and identify suitable items (scrapbooks/photographs) for Library repository. Other items for Northampton archive/Shredding. Group to liaise with clerk on the dates for this.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to use of land in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To identify Council documentation requiring archive and relevant time periods.

## parish meeting room facilities Working Group

Background: Cllr Nina Truman & Cllr Kay Stevens, are appointed to the task & finish working group. The purpose of the working group is to consider is to review and discuss kitchen facilities, maintenance, community access and community larder. (Insufficient members)

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to use of land in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To assess feasibility of expressed views.
4. To undertake costing exercises/quotes for any proposals;
5. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## commemorative trees Working Group

Background: Cllr Kay Stevens, Cllr Nina Truman & Cllr Rachel Washer are appointed to the task & finish group. The purpose of the working group is to explore planting options, and report recommendations to council.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to use of land in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To seek views from residents of the Parish regarding potential locations for tree planting.
4. To assess feasibility of expressed views.
5. To undertake costing exercises/quotes for any proposals to the Amenities Committee and Full Council;
6. To be responsible for dealing with items of correspondence and consultations relating to the future use of recreation grounds where this is the responsibility of the working group;
7. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## vas Working Group

Background: Cllr Kristian Burgess, Cllr Edward Jerrams Coughtrey & Cllr Mark Allen are appointed to the task & finish group. The purpose of the working group is to consider options and future management of the Vehicle Activated Speed Sign, and report to council.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To implement relevant policies of the Parish Council relating to use of camera surveillance equipment and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To seek views from residents of the Parish regarding potential use of the VAS system.
4. To assess feasibility of expressed views.
5. To consider suggested potential camera relocation sites.
6. To undertake costing exercises/quotes for any proposals.
7. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## scheme of delegation review Working Group

Background: Cllr Alison Knight, Cllr Ruth Hoose & Cllr Alan Youel are appointed to the task & finish group. The purpose of the working group is to review and adjust the suggested scheme of delegation document provided by a local Town Council to be relevant to Parish Council. The working group is to present to council in January.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To review the scheme of delegation document in conjunction with relevant policies of the Parish Council and, where appropriate, recommend amendments and new policies to the Parish Council;
3. To also consider in line with existing governance policies, Standing Orders, Financial Regulations, and Committee and Working Group Terms of Reference.

## Grant allocation protocol Working Group

Background: Cllr XXXX, Cllr XXXX & Cllr XXXX are appointed to the task & finish group. The purpose of the working group is to produce a report for the Finance & Policy Committee on updates to the Parish Council grant allocation policy. The working group is to present to The Finance & Policy Committee for finalisation prior to the January full council meeting. (No members allocated)

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To review and propose update to the current grant allocation policy in a report to the Finance & Policy Committee for subsequent recommendation to the Parish Council;
3. To consider in line with existing grant funding policy and procedure.

## kings coronation Working Group

Background: Cllr Alison Knight & Cllr Kay Stevens are appointed to the task & finish group. The purpose of the working group is to investigate plans of village groups to inform the council’s discussion at January meeting, so as to consider what is the most appropriate role of the council in realising the event. (Insufficient members)

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To review community group events and how Parish Council may support.
3. To consider the appropriate role of the Parish Council.
4. To consider funding requirements.

## sealed knot 360 anniversary Working Group

Background: Cllr Richard Solesbury-Timms, Cllr Kristian Burgess & Cllr Kay Stevens are appointed to the task & finish group. The purpose of the working group is to source sites for camping, learning village, Sealed Knot member camping, battle. Sealed knot costings to be provided via Cllr. Solesbury-Timms by January meeting.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To review potential camping sites for both Sealed Knot members and general public.
3. To consider appropriate site for proposed battle.
4. To consider funding requirements.
5. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## emergency plan Working Group

Background: Cllr Ruth Hoose, Cllr Nina Truman & Cllr Kay Stevens are appointed to the task & finish group. The purpose of the working group is to consider the status and scope of the current Emergency Plan for Middleton Cheney. An estimated timeframe for an amended report to be presented at next meeting.

Terms of Group:

1. To comply with the Parish Council’s Standing Orders on the governance and membership of working groups of the Parish Council;
2. To review existing Parish Council Emergency Plan.
3. To consider updates and amendments to existing plan.
4. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

**Document History**

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