



Hordle Parish Council

Terms of Reference for Working Parties

To Be Approved 21.5.24

Background

The remit for a working party is to take forward work in a particular area. Reports and recommendations for action and expenditure will be made to the Parish Council meetings for agreement. These reports and recommendations must be presented to the Parish Council by means of an agenda item. To ensure transparency the agenda item needs to include specifics for agreement. Each working party is set up as a task and finish group for a time limited period and must include a minimum of three Parish Councillors.

The process

1. Working Party will be agreed at a Parish Council meeting.
 - Members will be agreed and a leader appointed.
2. Leader will arrange the first meeting within two weeks and hold it within one month.
 - Chairman of WP to be elected
 - First report to be received back to Parish Council within one month of WP being established.
3. The first report to include recommendations for:
 - priority actions
 - a timeline for these actions
 - any likely expenditure (to be agreed in principal)
 - the next report date
4. A written report and recommendations must be received by the Parish Office in time for inclusion on the agenda.
5. Upon project completion the Working Party will be dissolved.

Working Parties:

Golden Hill: Cllrs James, Sambrook, Horne & Hill

The Tiptoe, Hordle & Everton Greening Campaign: Cllr Warne Holland, Horne, Hill & James