

Beaudesert and Henley-in-Arden Joint Parish Council

Community Grants Working Party Terms of Reference

1. Introduction

The Council may form or disband a Working Party who will carry out tasks as defined by Council with Specific Terms of Reference.

2. The Role of Working Party:

- a. To tackle issues as directed by the Council in the appendix to these terms.
- b. Where appropriate the terms to be task specific and time limited.
- c. To examine an issue in detail, read reports and related materials, examine options.
- d. To take advice for the Council on a *pro bono* basis.
- e. To act as experts and/or liaise with experts.
- f. To make recommendations to Council.
- g. To explain the recommendations, reasons and options to Council.
- h. To answer questions from the Council.
- i. No funding or monies to be spent or committed and no grant applications to be made without prior Council endorsement.

3. Working Party relationship with the Council:

- a. The Council must approve the specific task as set out in the appendix to these terms and such tasks will give the Working Party clear direction regarding objectives, scope and outcome. The Working Party will only consider items approved by the Council who may add agreed tasks at any time.
- b. The role of the Council is to question and challenge the recommendations of the Working Party, in order to be satisfied that the recommendations made justify the decision made by the Council.
- c. The Working Party must provide the Council with as much information as it requires, ensuring it can make a properly informed decision on recommendation. Such information will be reported in writing to the parish clerk at least 7 days before the date of the Council meeting that will be considering the report.

4. Operations of the Working Party:

- a. A Working Party will not have a Budget.
- b. The number of Councillors on a Working Party to be decided at time of the Working Party appointment but must consist of at least 6 Councillors.
- c. The Reporting Councillor of the Working Party is to be appointed by the Council at the time of the Working Party appointment. The Reporting Councillor will also be responsible for ensuring that the required written reports are prepared.
- d. The quorum is 4 Councillors.
- e. Co-option of non-councillor members of the Working Party to be approved by Council.
- f. Decisions of the Working Party shall require a majority vote.

5. Application of Council Standing Orders and the Code of Conduct:

- a. A Working Party will not be required to meet in public, but may do if they so choose, in which case the statutory three days notice shall be given.
- b. Standing Orders are not applicable, no minutes are required but a written report on any activity and progress will be prepared to examine options and make recommendations to the Council.
- c. The Code of Conduct applies to all members of the Working Party.

6. Notification of meetings:

All Members of Council are to be informed of any meetings of any Working Party and are permitted to attend and ask for any relevant Working Party documentation. A Councillor should notify the Reporting Councillor of his/her intention to attend a Working Party meeting. Electronic communication will be used wherever possible.

APPENDIX

1. *To hold an initial meeting by email to agree the process by which the applications should be reviewed and to agree the way in which the public should be invited to contribute to the considerations given to each application.*
2. *Be authorised to seek additional information by contacting applicants directly if deemed necessary by the working party.*
3. *To hold a second meeting in public to examine the applications and report recommendations for the allocation of community grants within the guidelines already agreed by the council.*
4. *To report in writing one week before three Council's meeting March 2016.*

The members will be Cllrs Linda Jackson, Melhuish, Cornford, Taylor-Green, Crathorne, Hemus, Elizabeth Jackson. These terms were approved at the Council meeting held on 18th January 2016