



GREAT HORKESLEY PARISH COUNCIL

www.greathorkesley-pc.gov.uk

OPEN SPACES & FACILITIES WORKING GROUP

TERMS OF REFERENCE

Purpose of the Open Spaces & Facilities Working Group

This Working Group is appointed to research options and make recommendations to Great Horkesley Parish Council to support and develop all open spaces and public facilities within Great Horkesley.

This Working Group is an ongoing group of Great Horkesley Parish Council and can be dissolved by Full Council at any time.

Membership

Membership will include a minimum of three Councillors unless otherwise specified. These Councillors will facilitate Working Group meetings, confirm actions, and feedback recommendations to the Parish Council.

The Clerk has delegated authority to appoint members to the Working Group. This includes members of the public.

There is no minimum or maximum term of membership. Appointments and changes of members can be made at any time by Full Council or the Clerk. The Working Group meetings may be attended by the Chairman and/or Vice Chairman of the Council as full members if not already appointed.

A Chairman for the Working Group will be elected annually at the first meeting of the Working Group following the Annual Parish Council Meeting.

All members shall comply with the Council's Code of Conduct.

Meetings

Working Group meetings are not held in public and therefore the Council's Standing Orders are not applicable and formal agendas and minutes are not required, although an informal agenda for each meeting will be utilised and an action log and notes from the meeting will be retained for reference.

Meetings shall be called by the Chairman of the Working Group or by the Clerk/RFO as and when deemed necessary. The Working Group will aim to meet at least four times a year. The Clerk and members of the Parish Council will also be notified of any meeting with at least 3 working days' notice.

Following a meeting of the Working Group, a report will be presented to Full Council at the next Council meeting.

Responsibilities

The Working Group will investigate options, perform research, and make recommendations to the Parish Council. The Working Group does not have the power or authority to make decisions or agreements with other parties.

The Open Spaces & Facilities Working Group will have the following specific responsibilities:

- a) To be task specific.
- b) To investigate issues as directed by the Council.
- c) To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Council.
- d) To act as experts or liaise with experts.
- e) To make recommendations to the Council.
- f) To explain recommendations, reasons, and options to the Council by way of a written and/or verbal report.
- g) To answer questions from the Council.

The Parish Council may request that the Working Group carries out tasks or responsibilities in addition to those above.

Spending Funds

No funding or money can be spent or committed.

*These Terms of Reference will be reviewed annually by Full Council.
Last Reviewed & Adopted: Full Council Meeting 6th February 2024 – Minute Ref 23/130 (a)
Reviewed: Full Council Meeting 21st May 2024 – Minute Ref 24/011 (d) (v)
Reviewed: Full Council Meeting 8th May 2025 – Minute Ref 25/011 (d) (vi)*