

# Sourton Parish Council

## Green Working Group – Terms of Reference

### Purpose

This working group has been created to consider all aspects of the of the green areas as an asset of the Parish, to maximise the use and benefit to residents. The Working Group will be led by Councillors, the Clerk can be tasked with providing information and include members of the public. This Working Group has no statutory role and has no formal decision-making powers, but they can explore options and present these to the council for a decision. This is an excellent means of involving others, particularly young people, in council work.

### Membership of Committee

- a) A minimum of three Councillors, any Councillor is entitled to be a member.
- b) The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk.
- c) The Working Group may appoint its own Chairman.
- d) Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.
- e) The Chairman and Vice Chairman of the Council are ex officio members.

### Frequency of Meetings

As and when required.

### Scope of Working Party

- 1. Work in partnership with residents and community to look after and upgrade the green areas of Sourton.
- 2. Evaluate the councils green plan and make recommendations for the council's approval.
- 3. Investigate costs and report back to the council.
- 4. Secure sufficient voluntary and community organisation support to complete objectives.

In delivering these objectives, the Working Group shall have authority to:

- a) Liaise with parishioners.
- b) Through the Clerk seek professional advice such as advice licensing, H&S and financial matters.
- c) Promote the group to the community.
- d) Instruct the Clerk to make applications for grant funding.

Full Council retains overall responsibility:

1. The Working Group must provide regular progress reports to Council.
2. The Working Group does not have authority to agree or sign any contracts or deeds.
3. The Working Group does not have delegated financial authority; however, the Clerk or may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
4. The Working Group must acknowledge Sourton PCs duty to provide for all demographics within the community and must not discriminate against protected characteristics.
5. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
6. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to Sourton PC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act.