

Wanborough Parish Council Working Party Terms of Reference

These Standing Orders were adopted by Full Council at its Meeting held on 22nd June 2020.

Full Council may form or disband a Working Party 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 Party being established.

The Role of Working Party for Wanborough Parish Council

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, and get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Party

- A Working Party will not have a Budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must consist of at least 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

Wanborough Parish Council
Hooper's Field Expansion project Working Party

The Hooper's Field expansion project Working Party has been set up to review the draft architectural plans received and to co-ordinate feedback from stakeholders, users and residents to put forward a report and final recommendation to Full Council.

1. To liaise with Hooper's Field clubs and other users to gain feedback on the architectural draft drawings and plans;
2. To summarise feedback from Councillors on the architectural draft drawings and plans;
3. To organise a consultation with residents on the architectural drawings and plans, to provide a summary of feedback from residents;
4. To feedback any proposed changes to the drawings via Clerk who will liaise with the Architect.
5. To research funding options for this project;
6. To Liaise with Swindon Borough Council's Officers to gain their approval for S106 funding.