

Trull Parish Council

QE2 Working Group – Terms of Reference

Remit:

- The Working Group exists to co-ordinate the management and use of the Village Field.

Time:

- The Working Group shall be constituted for a further period of two years.
- The initial period may be extended for an additional period which must be defined by the Parish Council in a full council meeting.

Composition:

- The Working Group must include at least one from Trull Parish Council.
- The Working Group may comprise community residents or individuals co-opted for their expertise.

Powers:

- The Working Group has no decision-making capabilities.
- The Working Group may only act under the direction of the Parish Council.
- The Working Group has no requirement to publish an agenda.
- The Working Group has no requirement to keep minutes.
- There is no requirement for the Clerk to attend the Working Group.
- All members of the Working Group must be familiar with its Terms of Reference.

Expenses:

- The Working Group has no budget. Reasonable incidental expenses incurred by the Working Group will be paid by the Parish Council subject to approval.

Data:

- All information collected is to be available to the Parish Council.

Reporting:

- The Working Group will submit a short monthly report to the Parish Council.
- The Working Group may produce written proposals which could meet the stated use of the Village Field. These proposals must detail...
 1. What is involved,
 2. An assessment of risk,
 3. A timescale of the proposals,
 4. Who will be involved and how the project will be managed,
 5. If full or partial funding is required,
 6. How the community will benefit,

Approved by **Trull Parish Council** at a full council meeting on **15th May 2023**.