

Trull Parish Council

Canonsgrove Liaison Working Group – Terms of Reference

Remit:

The Working Group exists to consider matters arising from the Canonsgrove site and to keep the Parish Council advised of issues.

Time:

- The Working Group shall be constituted until April 2023

Composition:

- The Working Group will include two members from Trull Parish Council. The Chair will be David Taylor. Other members will include Simon Lewis (SWT) Pat Collins/Jonica Walkinshaw (Dulverton/YMCA).

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, however an agenda will be used for each meeting
- The Clerk will attend the Working Group and take minutes.
- 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. The Working Group will adhere to GDPR practice adopted by the Parish Council.

Reporting:

- The Chairman of the Working Group will submit a written monthly report setting out what has been discussed and any resolutions will be summarised at to the Parish Council meeting.

Approved by **Trull Parish Council** at a full council meeting on **19/07/2021**.

Annex: Working arrangements

Process:

1. To meet monthly in person as first preference. If impossible to so, meetings to be by zoom hosted by the Parish Council (PC). Meetings will not be open to the public but will be minuted.
2. SWT/YMCADG shall submit a report to members of the working group 3 working days before each meeting. Thereafter this will be included in the Trull PC minutes.
3. Information concerning incidents reported to SWT/YMCA & Dulverton Group (DG)/Police & PC. This shall be collated by YMCADG via the dedicated Canonsgrove email address. This will be required by the last working day of the month prior to the meeting. This will then be presented to the Canonsgrove Liaison Working Group (CLWG). This will be incorporated in the written report submitted by SWT/YMCADG at the PC meeting. This procedure will be reviewed regularly to make sure it is effective.
4. By discussion and dialogue (outside of the formal rules of a PC meeting) the group shall attempt to resolve matters of concern in the interests of both the residents of Canonsgrove and the wider community of Staplehay/Trull
5. The chair shall prepare a report for the PC of matters resolved and if any are not resolved, what steps have been taken to do so and identifying what remains in dispute.

Principles:

1. The views of each member are of equal value and will be listened to with respect and kindness.
2. Each member shall be entitled to present their honestly held views in the knowledge that they will not be reported or shared outside of the meeting other than by the written reports made to the Parish Council, the minutes once approved and at a Parish Council meeting.
3. Each member will approach matters in issue in a forward looking and problem-solving way.
6. Issues that have been resolved will not be revisited unless the facts have changed.

Outcomes:

1. Increased understanding and trust between all involved.
2. A report to Trull PC identifying issues (resolved or remaining of concern)