

Trull Parish Council

Neighbourhood Plan Working Group – Terms of Reference

Remit:

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

Time:

- The Working Group shall be constituted for an initial 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 two members of the 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 may submit a report as and when the need arises.

Approved by **Trull Parish Council** at a full council meeting on **20/06/2022**.

