

BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

Bickleigh Parish Council Woolwell Centre Working Group Terms of Reference

Working parties are a group of councillors (may include non-councillors) who informally work together on council business to provide a report or recommendation to the council.

Whilst working parties do not have any formal responsibilities it is beneficial to have Terms of Reference detailing procedures.

The group has no decision making powers.

Purpose of the group

- (i) To monitor and review the landlord responsibilities of the Woolwell Centre.
- (ii) To work with the Centre Manager ensuring reported issues are dealt with and responded to within a timely manner.
- (ii) To work with the Clerk / RFO who will source quotations and costings, as required.
- (iii) To monitor and review completed works.

Procedures

- Agree and appoint Chair / lead person
- Agree delegated responsibility for note taking
- Produce an informal agenda
- Discuss issues
- Produce notes, which include recommendations to the full Council
- Request quotations – this may be delegated to the Clerk
- Submit recommendations to the Clerk at least 10 days prior to a meeting
- Report any immediate health & safety or emergency to the Clerk by email copying other members of the working group.
- Review and assess completed works.

Terms of reference agreed _____ Minute _____