

# **BICKLEIGH PARISH COUNCIL**

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## **Bickleigh Parish Council Asset & Green Spaces 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 the Assets and Green Spaces (A&GS) under the responsibility and ownership of Bickleigh Parish Council. This excludes the Woolwell Centre, which is under the jurisdiction of a separate working group.
- (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 actions, such as a fallen tree, to the Clerk by email copying other members of the working group.
- Review and assess completed works.

Approved \_\_\_\_\_ Minute ref \_\_\_\_\_