



AUDLEM
PARISH COUNCIL

AUDLEM PARISH COUNCIL TURNPIKE FIELD WORKING GROUP TERMS OF REFERENCE

Document Control

Approved on behalf of the Parish Council	08.04.2024
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Change history.

Version:	Date:	Reason for Change
V2 21.03.2024	21.03.2024	To amend /edit first version to include correct terms for a working group

1. Background

Turnpike Field was purchased in 2018 after which, Audlem Parish Council formed the Turnpike Field Working Group (TFWG) to provide advisory assistance and ideas for the ongoing maintenance of Turnpike Field for the benefit of Audlem Community

2. Purpose

The purpose of TFWG, formed from both councillors and members of the public, is to meet to discuss issues, explore options, develop plans, and then report back to Audlem Parish Council with recommendations. Subsequently, TFWG may be tasked to deliver their plans. TFWG has no decision-making powers but to present the Council with their findings, the advantage being their ability to give topics more time outside agenda-driven meetings.

3. Membership

1. TFWG will consist of up to five members of Audlem Parish Council (the minimum being three members) and up to six co-opted members.
2. All members of TFWG must be residents in the village or have a pecuniary interest in the village, eligible to vote (unless representing the Under 18 age group) and/or are approved by the Parish Council.
3. The term of membership for TFWG will be for a period of one year or to the next Annual meeting of Audlem Parish Council. The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.
4. The members of TFWG cannot make decisions or spend money on behalf of the Parish Council and any recommendations made by working parties will be subject to approval by Audlem Parish Council. In an emergency situation, for the interests of safety, the Clerk can authorise payments up to £500 without TFWG needing to seek approval from the Parish Council.

5. TFWG can set up subgroups or teams to undertake various tasks or sub projects, such tasks/projects/individuals to be approved by the Parish Council. The subgroups or teams will be led by a member of TFWG who shall report activities undertaken by the group or team back to TFWG.
6. Each subgroup will be responsible for developing all the relevant aspects of work required and making plans to research, gather views and recommend solutions as required. At least three members of each subgroup must be present for recommendations to be made. Such recommendations must be submitted to Audlem Parish Council for approval prior to the commencement of any project.
7. There must be an effective communication flow between the subgroups and TFWG. Notes will be taken at the subgroup meetings and made available to TFWG. No more than three subgroups will exist at any one time.
8. Members of the TFWG and volunteers are asked to observe the Code of Conduct adopted by the Parish Council when they are acting on behalf of the Parish Council's Turnpike Field and Playing Field Recreation Areas Project.
9. TFWG and subgroup members should declare an interest where a decision or recommendation could result in a potential advantage or disadvantage, whether financial or otherwise to them, their family, business, or close associates.
10. Members of TFWG must be willing to work together for the benefit of their community. They must treat other members with respect and dignity and be prepared to consider views which are different from their own.

4. Responsibilities

TFWG is an advisory body and shall make recommendations to the Parish Council. TFWG will undertake the following, subject to approval by the Parish Council:

1. Recommend a project timetable to include the preparation of an Annual Delivery Plan which will include a fully costed programme of works to be approved by Audlem Parish Council.
2. Provide an interface with other subgroups and the wider Parish Council.
3. Recommend a project communication, consultation, and engagement strategy to be approved by Audlem Parish Council.
4. Ensure that all members in the community and other relevant bodies are fully involved in the process through community consultation events and that all relevant information is published on the Parish Council's website.
5. Investigate grants and other funding sources which may be available for the project.
6. Ensure all statutory requirements of the project are complied with.
7. Where PC authorisation and/or expenditure is required, the task group will submit formal written proposals/recommendations to Audlem Parish Council for resolution. Such written proposals are to be submitted to the Clerk two weeks before the monthly Parish Council meeting. In exceptional circumstances the Clerk may accept items for the agenda a week in advance of the Parish Council meeting, but it should be noted that the Clerk may decide that if the matter is complex and Councillors have insufficient time to consider the issues the matter will be deferred to a subsequent meeting.

8. Ensure all projects/tasks are delivered within budget and within agreed timescales.

The Parish Council will:

1. Support the Turnpike Field Project throughout the process providing sufficient assistance and financial resources to ensure TFWG is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Parish Council.
2. Support and facilitate, if required, contact with the relevant statutory bodies and parties who must be consulted during the delivery of the project.

3. Meetings

1. TFWG shall arrange its own meeting schedule but should meet at least once every month.
2. The Chair of TFWG shall be from the Parish Council; the Vice Chair shall not be a Councillor.
3. Meetings will be informal and can be open to the public in the interests of transparency. Notes of meetings must be recorded and will be published on the Parish Council's website.
4. TFWG may invite individuals or organisations to attend meetings or subgroups to give advice on any relevant topic.
5. The Parish Clerk will act as an advisory officer to TFWG.
6. TFWG will make reports to the Parish Council at its monthly meetings.

Name: Date:

Signed: (Chair – Audlem Parish Council)

Name: Date:

Signe (Clerk / Proper Officer)

Original signed copy held on file by the Parish Clerk.