**GPC GENERIC TERMS OF REFERENCE**

**FOR WORKING GROUPS, PROJECT GROUPS AND PANELS**

1. All groups have the following objectives:

* to undertake the agreed and identified project in consultation with the parish council;
* to work with the community, the parish council and other bodies for the benefit of the village;
* to access funding to achieve the aims and objectives of the group;
* to involve and consult the community and other organisations and bodies as necessary to achieve these aims and objectives.

1. All group members are bound by the obligations imposed by the Code of Conduct as adopted by Gurnard Parish Council.
2. The group will work on behalf of, and in partnership with, and will report to Gurnard Parish Council.
3. The group will meet as required.
4. The group can raise recommendations to Gurnard Parish Council for discussion and debate.
5. The administration of the group shall be undertaken by Gurnard Parish Clerk.
6. Gurnard Parish Council’s Standing Orders will apply to the group (where relevant).
7. At the first meeting of the group after every Gurnard Parish Council Annual Meeting, members will reaffirm their commitment to the aims & objectives of the group and elect a chair.
8. Any change to the group’s Terms of Reference must be approved by Gurnard Parish Council.
9. Notes from the meetings will be published on Gurnard Parish Council website as necessary.

**GURNARD PARISH COUNCIL**

**WORKING GROUPS, PROJECT GROUPS AND PANELS**

**Purpose, membership and quoracy**

**Groups as at February 2021**

**Financial Working Group**

Purpose: To work with the clerk to calculate the budget, annual precept and any other relevant financial matters.

Membership: 3 Councillor Parish Councillors

Quoracy: 2

**Personnel Working Group**

Purpose: To review the work of any paid member of staff, their pay, and terms and conditions.

Membership: 3 Parish Councillors

Quoracy: 2

**Grants Panel**

Purpose: To review any grant applications received; to make a recommendation for an amount to be granted to successful applicants; to notify the applicants and the Parish Council of successful and unsuccessful applications (with reasons, where applicable).

Membership: 2 Councillor Parish Councillors

Quoracy: 2

**Old School Meadow**

Purpose: To manage the Old School Meadow until such times that new volunteers are recruited.

Membership: 3 Parish Councillors

Quoracy: 2

**Public Access Working group**

Purpose: To regain Public Access to the Beach at Cooks Bay that has been lost due to Coastal erosion and safeguard full to access through Spencers Copse

Membership: 2 Parish Councillors

Members of the Gurnard community and/or organisations

Quoracy: 2

**Designation of Local Green Space Working Group**

Purpose: To seek to protect identified green spaces within the parish that are demonstrably special to the local community. In particular to seek inclusion of Local Green Space protection for the two fields at the village entrance, by the pub and directly opposite the Church, within the Island Plan.

Membership: 2 Parish Councillors

Quoracy: 2

**Playground Working Group**

Purpose: To consider future management options and lead on a project to update the equipment in the playground

Membership: 3 Parish Councillors

Quoracy: 2

**Village Green Status Working Group**

Purpose: To proceed with an application to obtain village green status for the old putting green

Membership: 4 Parish Councillors

Quoracy: 2