

Date: 10th September 2025 To: All Councillors From: Parish Clerk

Report to Council: **DRAFT Terms of Reference** – **5 Year Forward Plan Working Group**

**Purpose**

The purpose of the 5 Year Forward Plan Working Group is to:

* Develop and maintain a strategic 5 year forward plan for Stanton under Bardon Parish Council.
* Identify priorities, projects, and initiatives that support the Parish Council’s objectives and community needs.
* Monitor progress on ongoing projects and update the plan as required.
* Ensure that proposals and recommendations are brought to the full Parish Council for formal approval.

**Status**

* The Working Group is established by Stanton under Bardon Parish Council
* It is an advisory body only and has no formal decision-making powers.
* Any recommendations requiring approval, funding, or formal action will be referred to the Parish Council.

**Membership**

* Membership will consist of Parish Councillors appointed by the Council.
* The Clerk may attend meetings to provide administrative support and record minutes.
* Additional members (e.g., community representatives or consultants) may be invited as appropriate.

**Meetings**

* Meetings will be held as required, at the discretion of the Working Group and the Chair.
* Notes of meetings will be circulated to all members of the Parish Council.
* The Chair or nominated member will provide periodic updates to the Parish Council on progress.

**Responsibilities**

The Working Group will:

* Review and identify key priorities for the next 5 years.
* Develop plans, proposals, and timelines for projects and initiatives.
* Consider community feedback, consultation responses, and relevant external guidance.
* Ensure all proposals are presented to the Parish Council for formal discussion and approval.

**Review**

* These Terms of Reference will be reviewed annually by the Parish Council to ensure they remain fit for purpose.