

BARROW GURNEY PARISH COUNCIL

TERMS OF REFERENCE

Terms of Reference for Village Green Committee:-

1. To further the development of the Village Green by gathering ideas and investigating detailed courses of action.
2. To manage the development, use and maintenance of the Village Green.
3. To oversee expenditure for the Village Green within limits agreed by the Parish Council.
4. To recommend actions to the Parish Council for agreement by the Parish Council.
5. To keep relevant records relating to the Village Green including details of cash and non cash contributions.
6. The Chairman of the Committee will send copies of agendas of Committee meetings to the Clerk.
7. The Chairman of the Committee will send a report for the Parish Council and minutes of Committee meetings to the Clerk before the next Parish Council meeting and in time for the Clerk to circulate them with the agenda of the Parish Council meeting.
8. The report to the Parish Council will be noted in the Parish Council minutes and the minutes of the Committee are to be agreed by the Parish Council and a copy kept in the Parish Council minutes file.
9. All money received by Committee members for the Village Green will be sent to the Clerk for banking and are to be accompanied by the appropriate paperwork as required for audit.

Terms of Reference for Parish Council Working Parties:-

1. A Working Party is an advisory body whose main purpose is to gather information and carry out investigations on behalf of the Parish Council.
2. A Working Party may seek the views of the public by holding meetings and conducting surveys. It may also liaise with the District Council if necessary.
3. To report to the Parish Council and recommend actions for Council approval. All decisions including those which incur expenditure must be agreed by the Parish Council.
4. A Working Party may not override Parish Council decisions.