

# **STRATFIELD MORTIMER PARISH COUNCIL TERMS OF REFERENCE**

## **THE STREET FOOTWAY WORKING PARTY**

### **Purpose of the Working Party**

To research and advise on the widening of The Street footway from Strawberry Fields to St Mary's School.

### **Membership of the Working Party**

At least two members of the Council as appointed by the Council and members of the public co-opted, as required and as agreed by the Council.

### **Aims and Objectives**

- To advise on the actions needed and related costs for the successful completion of the project.
- To work with third parties and other authorities where needed, to acquire information necessary for the Council to take decisions to progress the project.

### **Ways of Working**

- The Working Party will elect a Chair at its first meeting. Should the need for the Working Party extend past a year, then further elections of a Chair shall take place at each of the Working Party's subsequent first meetings of the new Council year.
- Members of the public may be co-opted as agreed by the Council.
- Meetings will not be held in public and Standing Orders are not, therefore, applicable. The Code of Conduct will still apply.
- Meetings will be held when necessary, and may be called by any member of the Working Party, with a councillor being appointed to take the notes to be reported back to the Council.
- Recommendations by the Working Party on the management of the project will be made to Full Council. All decisions and approval of associated expenditure will be made and minuted at Full Council meetings and shall be managed in accordance with Standing Orders and Financial Regulations.
- The Working Party shall be disbanded by the Council, as appropriate, on the completion of its purpose.