

STRATFIELD MORTIMER PARISH COUNCIL

Station Car Park Working Party Terms of Reference

Purpose of the Working Party

To research and advise on matters concerning the building of the station car park; make recommendations and manage/lead resulting related activities and initiatives where appropriate.

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 undertake relevant research and provide information to enable the Council to assist Great Western Railway (GWR) to deliver the desired station car park.

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 will be made to the Council.
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- All decisions and approval of associated expenditure will be made and minuted at Full Council and shall be managed in accordance with Standing Orders and Financial Regulations.
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- The Working Party shall be disbanded by the Council, as appropriate, on the completion of its purpose.