

**EXMINSTER PARISH COUNCIL**  
**COMMUNITY PLAN WORKING PARTY**  
**TERMS OF REFERENCE**

The Community Plan Working Party ('the Working Party') is a working party of Exminster Parish Council ('the Council').

**1. Membership**

Membership of the Working Party shall be up to four Members of the Council; the Chairman and the Vice-Chairman of the Council, being ex-officio Working Party Members, and up to ten members of the community who are not also Members of the Council.

**2. Chairman and Lead Councillor**

A Chairman will be appointed by the members of the Working Party at the first meeting of the Working Party. The Chairman may be a Councillor or a community member.

The Chairman will be the main point of contact for the Working Party and will convene and chair meetings.

A Lead Councillor will be appointed by the Council to provide updates at Council meetings.

**3. Quorum of the Working Party**

Five members of the Working Party shall constitute a quorum of the Community Plan Working Party of which two must be Members of the Council and three must be members of the community who are not also Members of the Council. If the number of Members present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

**4. Meetings**

Meetings shall be held as required and copies of the approved notes of the meetings shall be circulated to all Members of the Council.

All Members of the Council may attend all meetings of the Working Party and speak thereat with the permission of the Working Party Chairman.

Meetings of the Working Party shall be open to the Public unless a valid reason is given for excluding the Public. Members of the Public may speak with the permission of the Working Party Chairman.

**5. Decision making**

On matters requiring a decision, members of the Working Party will discuss matters with a view to reaching consensus. If this cannot be achieved, the differing views will be recorded in writing and communicated to the Parish Council.

**6. Purpose and scope**

The purpose of the Working Party is to work with the residents of the parish of Exminster to produce a new version of the Community Plan that was published in November 2012.

The Community Plan shall be for the whole parish of Exminster.

The aims of the Community Plan are:

- to involve and engage local people in identifying and addressing local needs;
- to give direction to the Council in deciding where its priorities lie;
- to provide a mandate to the Council for spending public money; and
- to identify development-related matters that might inform an update to the Exminster Neighbourhood Development Plan.

## **7. Responsibilities**

The Working Party shall have the following responsibilities:

- a) To ensure that, as far as is reasonable, all households and organisations which have expressed an interest in being involved have the opportunity to contribute to the production of the Community Plan.
- b) To liaise with District and County authorities to gain support for the development of the Community Plan and for the published Plan itself.
- c) To make applications to organisations for grants, donations and support specifically for the development and production of the Community Plan.
- d) Working with the RFO, to manage the budget for the Community Plan and any grants or donations received specifically for the purpose of developing and producing the Community Plan.
- e) To keep residents informed of its activities by regularly publishing news in local media, reporting at the Annual Parish Meeting and by providing updates at Council Meetings through the Lead Councillor from time to time
- f) To report to the Council on any matter that needs consideration by the Council.

## **8. Powers**

Working parties cannot make decisions or speak on behalf of the Parish Council. Any recommendations made by the Working Party will be subject to approval by the Council or by delegated authority to the Clerk/Deputy Clerk.

The Working Party shall have a budget of £4,000, to be exercised through delegated authority to the Clerk/Deputy Clerk/RFO. Any additional expenditure should be agreed at a Full Council meeting. In all cases, Financial Regulations will be applied.

## **9. Reporting**

The Working Party shall report in writing to the full Council Meeting as and when necessary but no less frequently than quarterly.

## **10. Life of the Working Party**

It is expected that the Working Party will be required for twelve months, the estimated time necessary to refresh the Community Plan. Once the Community Plan has been approved at a full Council Meeting, the Working Party will be disbanded.

## **11. Review**

The Terms of Reference should be reviewed by the Council in June of each year or earlier if deemed necessary.

*Approved by Exminster Parish Council on 16 October 2017*