



BUSINESS PLAN (Priorities Plan) WORKING GROUP TERMS OF REFERENCE

1. Introduction

- 1.1 The Newsletter Working Group ('the Working Group') is a Working Group of Plaistow and Ifold Parish Council ('the Council')
- 1.2 The aim of the Working Group is to provide the Council with recommendations and ideas on the contents and format of its bi-annual Newsletter and support the Council in its drafting and publication.
- 1.3 This Terms of Reference document must be read in conjunction with the 'Formation and Operation of Working Groups & their Terms of Reference Policy' ('the Policy').

2. Membership

- 2.1 The membership of the Working Group shall be up to four (4) members of the Council, which can include Co-Opted Members and Community Members. However, the Working Group must consist of no fewer than two (2) elected Councillors in accordance with para 3.1 of the Policy.
- 2.2 Membership shall be appointed by resolution of the Council.
- 2.3 The Working Group must appoint any Community Members in accordance with paragraph 1.9 of the Policy.
- 2.4 Membership of the Working Group shall be reviewed annually at the Annual Council Meeting.
- 2.5 The Working Group Chair shall be chosen annually by its members as the first item of business on the agenda at its first meeting, following the Annual Council Meeting. The Chair can be either a Council Member or Community Member. The Chair will be the main point of contact for the Working Group and will convene meetings in conjunction with the Clerk. The Working Group must notify the Council of its Chair pursuant to paragraph 3.3 of the Policy.
- 2.6 If the Chair is unable to attend a meeting, then a substitute Chair will be appointed for that specific meeting by the Working Group's members as the first item of business on the agenda.
- 2.7 On being nominated to the Working Group, all members must read and adhere to its Terms of Reference.

3. Voting

3.1 Each member of the Working Group has one vote. In case of equality of votes, the Chair of the meeting has the casting vote, whether they gave an original vote or not.

4. Meetings

4.1 The Working Group shall meet as it deems necessary to support the Council in the preparation of a Business Plan.

4.2 Working Group meetings are not required to be held in public.

4.3 Copies of the draft minutes of the meeting shall be circulated to all Working Group members via email within 10 working days of the meeting.

4.4 The minutes shall be agreed by a majority of members via email and signed by the Chair of the meeting in accordance with Standing Order 9(d).

4.5 The agreed minutes shall be circulated to the Council no later than the day of service of the summons to attend the scheduled meeting. On this basis, they shall be taken as read in accordance with Standing Order 9a.

4.6 The Working Group minutes will be appended to the public minutes of the Council.

5. Quorum

5.1 The quorum shall be three (3) members of the Working Group, provided at least one (1) of them is an elected Councillor.

5.2 If the number of members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chair may fix.

6. Responsibilities

6.1 The key objectives of the Working Group will be to provide the Council with recommendations and ideas on a plan to achieve the business plan objectives of the Council

6.2 The Working Group will utilise S.M.A.R.T principles when formulating its recommendations (Specific, Measurable, Achievable, Relevant and Timely)

7. Life of the Business Plan Working Group

7.1 The Working Group shall continue until such time as its existence is deemed unnecessary by a resolution of the Council; or

7.2 such time as the Working Group members determine and make a recommendation to the Council for its dissolution by way of resolution.

8. Review

8.1 The Policy and these Terms of Reference shall be reviewed annually by the Council in May of each year.

9. Signatures

9.1 All members of the Working Group must sign this Terms of Reference document to confirm acceptance.

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