

DORCHESTER PARISH COUNCIL

TERMS OF REFERENCE

D2030 WORKING GROUPS

1. Authority

The Working Groups are appointed by and are solely responsible to Dorchester Parish Council. The working groups duties are outlined in this Terms of Reference and are defined and agreed by the Full Council who may vote, at any time, to modify the working party powers. The Membership and Terms of Reference will be reviewed and agreed, as a minimum, annually by the Full Council.

2. Membership

Members of the working groups will be Parish Councillors and volunteers. The working groups will consist of no fewer than one elected Councillor, two if possible.

3. Quorum

The quorum of the working groups is 3 and one of the 3 present must be a Parish Council. If less than 3 Members are present any meeting should be immediately postponed to a later date.

4. Chairmanship

At its first meeting the groups will elect a Chairman for the group to preside at its future meetings and to be re-elected each year after the Annual Parish Council meeting. It is recommended that the Parish Councillor in the group is chair as said councillor would be attending DPC Parish Council Meetings.

5. Proposals

The Working Groups will research, discuss, and bring proposals to Dorchester Parish Council who will make all decisions on proposals that the working groups raise. The WG should updating the DPC on any material decisions/recommendations/actions to ensure that DPC is aware of plans and direction of the WG.

The Working Groups will not have any budget for expenditure , if expenditure, of any kind is expected as a consequence of the working groups discussions Dorchester Parish Council will be the sole decision maker. The Working Groups should they propose to apply for funding via grants the application process must be carried out by Dorchester Parish Council and their Clerk will manage the process.

6. Meetings

The Working Groups shall meet as required but recommended monthly and at least twice a year either remotely or face to face . Working Groups meetings are not required to be held in public. However, the Council welcomes public attendance and interest in Council debate / discussion.

If public & press and / non working group members are present at a meeting, they may be excluded if debate would prejudice the public interest by reason of the confidential nature of the discussion or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion. Examples where a resolution excluding the public and press from a meeting include the following:- i) engagement, terms of service,

ii) terms of tenders, and proposals and counter-proposals in negotiations for contracts; iii) preparation of cases in legal proceedings; iv) the early stages of any dispute.

7. Record of Proceedings

Agendas for Working Groups do not need to be published but if public attendance is required/ expected then an Agenda will be published according to statutory requirements and will reflect the items to be discussed at the meeting of the working group. Items for the agenda should be submitted to the Clerk a minimum of one week prior to the meeting.

Written notes should be taken to record actions and recommendations as a record of the working groups discussions / debates and will be circulated to all Councillors. The Minutes will be presented for approval by resolution at the next meeting of the working group as well as being referred to Full Council for scrutiny and resolutions approval, if required. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

8. Responsibilities

The primary purpose of the working groups is:- to ensure the management of the Council's D2030 priorities which have been formulated from the consultation. By debating and recommending strategy and action on the Groups particular area. To provide essential assurance to the Council that there are robust and integrated mechanisms in place and to ensure detailed consideration and oversight of the Councils priorities for D2030.

The areas for Working Groups;

1. Develop a Nature & Wildlife plan including water quality (MW /CH).
2. Develop solutions to the traffic issues, including noise, safety and car parking (MA).
3. Assess and progress future potential uses of the Pavilion plus refurbishment plans (JT,BW, Chris Smith from Tennis Club already volunteered).
4. Develop a plan for additional 10-20 Affordable Homes (JT, CH, MW).
- (5. Transform Dorchester Parish Council's operations including governance, finance, grounds maintenance (MW lead), NP quinquennial review(MW/CH lead) & emergency planning. (MC, JT, MW, CH). This priority will not have a working group).

