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## **Eastchurch Parish Council Terms of Reference for Working Groups**

Adopted at the Public Meeting of the Council on 24<sup>th</sup> July 2018

### **Membership**

Minimum of two Parish Councillors, plus a maximum of 9 parishioners/partnership organisations.

### **Quorum**

Three members, including at least 2 Parish Councillor or two thirds of the membership shall constitute a quorum.

### **Chairman**

The Chairman of Eastchurch Parish Council can elect to be one of the 2 Councillors.

### **Meetings**

To be as required.

Meetings to be held in an appropriate venue.

Notice of meetings to be given at least three clear days beforehand to members

The Working Group will have no general formal powers other than those provided by the Council

The Working Group will make recommendations to the Council on all matters.

The Working Group shall abide by the decisions of the Council

### **Minutes**

No formal minutes will be taken, but a record of recommendations to Council will be kept.

Meetings can be recorded and the records kept for training purposes

### **Standing Orders of the Council**

Standing Orders and Financial Regulations of the Council shall apply to the Working Group in so far as appropriate.

### **Remit for Working Groups**

Each working group to have a specific remit of functions:

- **Funding and Projects**

To identify funding available for specific parish projects

To identify projects for the benefit of the parish

To put proposals to Full Council and if agreed at a public meeting for the funding to be applied for

To report back to Full Council on the outcome of any funding application.

- **Observance**

To organise the Annual Observance to the Aviation Pioneers

To prepare a draft budget for submission to the Finance Committee for inclusion in the annual budget

To prepare and document all required administration for the Observance

- **Highways**

To meet with KCC Highways representatives to discuss issues in the parish

- **Christmas Lights**

To prepare a plan for the annual Christmas Lights in the parish for approval at Full Council including any expenditure.

To instigate the approved plans

- **Website**

To ensure all statutory documents are put on the website in good time.

To update the website on a regular basis

To inform parishioners of Parish Council projects

To update the website with photographic records as appropriate

- **Outworkers**

To ensure that Outworkers are aware of their duties.

To provide a point of contact for HMP/Outworkers during office hours

To ensure that the correct equipment is provided for the tasks required.

- **Bright's Wood**

To regularly view the area and provide a risk assessment.

To ensure the area is maintained appropriately

To ensure all safety notices are in place

To advise Full Council on any work that is required.

To instigate this work when approved.

- **Play Equipment Dickson's Field.**

To inspect the equipment and surrounding area weekly.

To provide a completed inspection report to the Clerk for retention in the office documents

To report any damage to the equipment as soon as possible

To inform the Clerk of any issues in the surrounding area for reporting to SBC.