



Sprotbrough and Cusworth Parish Council

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Project Working Group Terms of Reference – Adopted 18th February 2021

1. Background

- 1.1 Sprotbrough and Cusworth Parish Council is committed to providing activities and projects to best serve the needs of local residents. This working group has been created by the Council to plan and coordinate these activities and projects.

2. Objectives

- 2.1 The principal objective of the working group is to identify priorities for Parish Council activities to integrate with the Parish Council Action Plan. The group will also look at medium to longer term activity and projects.
- 2.2 In addition, the specific objectives are as follows:
- a) Identify, research and develop options for activities and community projects.
 - b) Identify the cash flow and other implications of the proposed activities/projects together with their relative priorities. From this, for any identified major projects, set out a proposed time plan of at least 5 years together with its anticipated sources of funding and impact on the finances of the Parish Council. This plan should be reviewed and updated on a half yearly basis.
 - c) Identify possible individuals and groups that could have a significant role in the implementation of the activity/ project.
 - d) Identify and engage with appropriate support consultants, suppliers and authorities for each activity/project, when considered necessary.
 - e) Ascertain the risks involved in developing and delivering all the activities/ projects identified.
 - f) Provide recommendations to the Parish Council.
 - g) Project manage in conjunction with Parish Council officers identified activities/ projects.

3. Membership

- 3.1 The working group shall consist of up to six Councillors who are appointed at the annual meeting of the Parish Council in May 2021.

- 3.2 The Clerk to the Council (and Deputy in their absence) will also attend meetings of the working group to advise on Parish Council policy and procedure.
- 3.3 All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.
- 3.4 No members of the public can be appointed by the working group. It is a closed Parish Council Working Group.
- 3.5 The Working Group will elect a Chair from Councillor Members at its first meeting.
- 3.6 The Quorum for a meeting will be a minimum of two Councillor Members.
- 3.7 All members of the Working Group are expected to represent the interests of the whole Parish Council area.
- 3.8 Written minutes will be taken to record the Working Group's decisions and will be received at the next Full Council meeting and tabled as an appendix. The Clerk/ Deputy Clerk will be responsible for arranging the recording and distribution of the minutes.

4. Meetings

- 4.1 The Working Group will meet as necessary and will report back to full Council at every available opportunity. The Clerk will arrange the meetings of the working group.

5. Rules & Regulations

- The Councillors' Code of Conduct will apply to all members of the Working Group.
- The conduct of meetings will be governed by the Council's adopted standing orders.
- Decisions will be determined by majority vote.

6. Responsibilities

- 6.1 The Working Group has been set up to plan and coordinate the activities and projects of the Parish Council. All recommendations to be in line with the powers available to the Council and to be of benefit to the communities of the parish area.
- 6.2 The Working Group is not a campaigning or political group.
- 6.3 The Working Group has delegated authority from the Council to work with the Clerk, as appropriate, to fulfil the following responsibilities: -
 - Recommending to Full Council the priorities for Parish Council activities and projects including the measures it considers necessary to implement them.
 - Recommending, in conjunction with the Responsible Finance Officer, any financial implications for the activity/ project including identifying relevant sources of funding.
 - Investigate and identify support for identified activities/ projects.
 - Take responsibility for planning, budgeting and monitoring expenditure on the activity/ project and report back to the Parish Council on these matters.

- Undertaking public consultation in line with the adopted Communications Strategy and Public Engagement Strategy, analysis and reporting back to the Parish Council.