Suckley Parish Council

Terms of Reference of the Neighbourhood Plan Working Group

PURPOSE:
To bring together a working group to plan, manage and deliver the Councils Neighbourhood Plan by acting on behalf of the parish council where specifically agreed.

AUTHORITY:
Authority to undertake, on a day-to-day basis, agreed functions on behalf of the council, on a voluntary basis. However policy making and financial or contractual matters remain a function of the council.

FREQUENCY:
Meeting Timetable – As required.

MEMBERSHIP:
3 Councillors (3 x voting), Cllrs Jew, Clark and Lewis. To bring as required other members to fulfil the needs of the group. 2 x councillors will constitute a quorum. Other Parish Councillors may attend in a non-voting capacity.

VOTING:
All permanent members have equal voting rights

MAIN FUNCTIONS:

1. To comply with all aspects of the Council's Code of Conduct and consider the Council's Financial Regulations at all times
2. To appoint a Chairman, as necessary.
3. To be responsible for all aspects of the councils Neighbourhood Plan.
4. To advise the parish council of all planned or emerging expenditure so that appropriate consideration can be given
5. To keep written records of meeting and to report findings to the Parish Council
6. To provide reports for consideration at parish council meetings.

Discussed Monday 11th May 2026