



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent,
Nottingham NG12 2FB

Terms of Reference for Project/Working Groups Template

Adopted []

Project Working groups are essential for the Radcliffe on Trent Parish Council to deep-dive into specific projects—like the Grange Grounds improvements or the Neighbourhood Plan—without the formal constraints of Full Council meetings.

Under Local Government rules, Project Working groups cannot make binding decisions or spend money without Full Council approval, unless authorised by Full Council

Each project working group should complete the Terms of Reference as the first action in the first meeting to outline the Objectives and Remit

[Project Name] Project Group: Terms of Reference

1. Purpose and Scope

- Objective: To investigate, develop, and oversee the [Project Name] on behalf of Radcliffe on Trent Parish Council.
- Remit: The group is tasked with [e.g., researching equipment costs, consulting residents, drafting a plan].
- Authority: The Project Group is an advisory body. It has no delegated authority to make financial commitments or legal decisions. All recommendations must be formally proposed to the Full Council for resolution *{in respect to events, the group must stay within the budget line and delegated responsibility given to the Executive Officer/Deputy Executive Officer}*.

2. Membership

- Council Members: Minimum of [3] Councillors appointed by the Council.
- Resident Members: The group may include residents or experts with specific skills (e.g., planners, architects, or local business owners).
- Lead Member: [Name], who will act as the primary liaison between the group and the Executive Officer if required
- Quorum: A minimum of [3] members must be present for a meeting to proceed, at least one of whom must be a Councillor.

3. Operations & Meetings

- Frequency: The group will meet as required to meet project milestones (typically monthly).
- Public Access: Unlike formal Council meetings, Project group meetings are not open to the public unless specifically invited for consultation.
- Notes: Formal minutes are not required, but Meeting Notes must be recorded to document recommendations and progress. These should be sent to the Executive Officer within [5] working days of a meeting.
- Code of Conduct: All members, including non-councillors, must adhere to the Council's Code of Conduct and declare any personal or prejudicial interests.
- The Project Working group shall report to the Full Council. Reports which require

resolution from Full Council will need to be with the Executive Officer a clear 7 days prior to Full Council to be included on the agenda.

4. Financials

- The Project Working Group has a budget of **£[0.00]** unless specifically allocated by a Full Council resolution.
- Any grant applications or procurement processes must follow the Financial Regulations of Radcliffe on Trent Parish Council.
- Any budget allocated will need to be checked by an Officer of the Council to ensure legal compliance.

6. Dissolution

The Project Working Group will be disbanded upon the completion of the project or by a resolution of the Full Council.

Always keep the Executive Officer informed. Even though they don't have to attend every project working group meeting, they need the notes to ensure your recommendations are legally sound before they hit the Council agenda.