

# Terms of Reference

**Name: Marden Community Project Working Group**

## **Purpose / Role of the Group:**

- To oversee the design, build and landscaping of the Community Project.
- The set out the future management of the Community Project.
- To secure funding for the Community Project.

## **Membership:**

- 4 Parish Councillors and 4 Marden Village Trust Trustees
- Membership will be reviewed as required, at least annually.
- Representatives from other organisations maybe invited on a meeting-by-meeting bases for information purposes.

## **Accountability:**

- The Marden Community Project Working Group is accountable to the Marden Parish Council.

## **Review:**

- The Terms of Reference will be reviewed annually, or as required.
- The Working Group Membership will be reviewed annually, or as required.

## **Working methods / ways of working:**

- Design decisions to be delegated by the Parish Council to the working group as long as they are within the current scope, estimates budget and do not require a change to the planning application.
- All financial decisions must be approved and voted upon by the Parish Council
- All communications must be through the Parish Clerk.
- The method of working will be face to face, Zoom, WhatsApp and e-mail, dependent upon the specific issues and urgency of response.
- All issues / requests will initially be sent to the Clerk who will review with the Chair who will then decide the best method of seeking working group consultation.
- Where Emergency time sensitive decisions must be made, this will be done via the Chair of the Parish Council and the Clerk.
- Less time sensitive decisions will be made by the working group after consultation via WhatsApp, Zoom, Email or face to face meetings.
- No member will hold meetings with the Developer, Agent, Consultant or Officer of the Herefordshire Council without the knowledge of the Working Group and full Parish Council.

## **Meetings**

- All working group meeting will be **closed to the public** but a report will be given to the Parish Council on a monthly basis and minuted.
- Meetings will be held as required to meet the objectives of the working group. Face to face meetings will be held at the Marden HUB.
- The Parish Clerk will call the meetings.
- The agenda will be dictated by the Community Project
- Notice by email or WhatsApp will be given for each meeting.
- The Meeting will be byway of an open discussion.
- Non-members maybe be invited to group meetings.
- Clerk or Member will take notes.
- The meeting may take place in the day or evening.

## **Sharing of information and resources (including confidential materials)**

- The Working Group will share information via e-mail.
- Confidential information will be the responsibility of each member.
- The Notes of meetings and recommendations of the Working Group will be reported back to the Marden Parish Council.