

Rushmere St Andrew Parish Council

RUSHMERE ST ANDREW FORWARD PLANNING/ POLICY FORMULATION WORKING GROUP – TERMS OF REFERENCE

1. PURPOSE

- The main purpose of the Forward Planning/ Policy Formulation Working Group is to:
 - To draw up a three-year project plan for the Rushmere St Andrew Parish Council and to take this to Parish Council for consideration/ approval.
 - To review all policy documents of the Parish Council and to make recommendations to the Parish Council regarding reviews/ additions needed.
 - To consider options for the provision of a parish office, develop proposals and make recommendations to Parish Council about design, planning application and tender evaluation process for parish office.

2. PROCEDURES

The following procedures will be adopted in dealing with the forward planning/ policy formulation matters:-

- a) The forward planning/ policy formulation working group will report to the Parish Council
- b) The membership of the forward planning/ policy formulation working group shall be the Chairperson and/or vice-Chairperson of the Parish Council (as ex-officio) and as agreed at the Parish Council Meeting of the PC (11/11/2021), Cllr Driver, Cllr Whiting, Cllr Westrup, Cllr Phillpot, Cllr Taylor, and Cllr Wright. The WP shall have not less than four members (excluding ex-officio).
- c) In addition, the Forward Planning/ Policy Formulation Working Group may agree to include any other Councillors or non-councillors as required to fulfil the terms of reference.
- d) Any change in membership must be notified to the Chairman of the Parish Council, the Clerk & Assistant Clerk.
- e) A copy of the minutes from each forward planning/ policy formulation meeting will be circulated as soon as available to all councillors along with the agenda for subsequent PC meetings as appropriate. Note: These circulated minutes may be 'unapproved' or 'approved' depending on timing.
- f) A report and formal approval of the forward planning/ policy formulation activities will be made to each regular meeting of Parish Council by its Chairperson or nominee at the next available meeting.
- g) The forward planning/ policy formulation working group will elect a member as its Chairperson at the first meeting after the Annual Meeting of the Parish Council.
- h) Secretariat to the Forward Planning/ Policy Formulation will be the Clerk or in absence the Assistant Clerk to the Parish Council.