

MENHENIOT PARISH COUNCIL

Terms of Reference

Community Development Project Group Established 19 February 2026

1. Outcome

The outcomes that the Project Group is expected to achieve delivery of the individual projects assigned in agreed time scales.

2 The Purpose of the project group

- A. Is to progress specific work related to the stated outcome as directed by the Chair of the Council.
- B. Make recommendations on delivering key immediate and short term aims as agreed in the Summary of Community Priorities report of November 2025.
- C. Oversee and manage in conjunction with the Clerk on behalf of the Council any appointed consultant or contractor engaged to deliver the outcome.
- D. Support cross community working as an enabler to deliver the objectives set.

3 Membership

- (i) Will comprise of no more than 12 members including the Chair or Vice Chair of the Parish Council and of the Menheniot Sports Association.
- (ii) The membership will be representative of the community and be invited by the group.

4 Advice and support

- (i) An agenda to be circulated at least one week before each meeting.
- (ii) A list of actions will be circulated to all members and the Clerk within ten working days of the meeting.
- (iii) The Clerk will be available to advise on legal and financial matters and advise of any procurement proposed.

5. Meetings

- (i) Frequency. *Monthly meeting or as required.*
- (ii) Length: A maximum of one hour, unless otherwise agreed by members.

- (iii) Time of day Meeting - times will be set in consultation with members.
- (iv) Venue On line

6. Working Arrangements

The project group will elect a Chair from its membership.

- (i) Project groups are discretionary, local consultative and advisory forums. No authority is delegated to them to discharge Parish Council functions or business.

In this context, the Group can make the following types of decision:

- (ii) To agree practical steps to progress the work assigned to it;
- (iii) To make recommendations to the PC relating to its work;
- (iv) To make arrangements for its meetings.
- (v) Consensus-based approach. In the spirit of partnership working, the Working Group's members will strive to reach a consensus on the issues it is considering. A vote will only be necessary where there is not a consensus. The Chair may exercise a 'casting vote' in the event of a tie.
- (vi) Public and press Working Group meetings are not open to the public and press.

6. Reporting Arrangements

- (i) The Working Group will provide regular progress updates to MPC Chair, making recommendations as necessary. The frequency and format of progress updates will be agreed with the MPC Chair.

7. Review

The CAP will review the Working Group's terms of reference at its Annual General Meeting