



# DATCHET PARISH COUNCIL

## Strategic Plan 2024-2029 (5-year plan) Working Group Terms of Reference

Terms of Reference Reviewed by Working Group	27th April 2024
Next Review Date	March 2025
Approved at Full Parish Council Meeting	13th May 2024
Minute Ref	24/18h
Version 1.1	

Document Revised on	Revision Tracking
Document Created in March 2024 , Approved by full council on 11th March 2024, Minute Ref 23/226b	
04/03/2024	Cllr. S Young – draft amendments
27/04/2024	Cllr.S Young – draft amends following first meeting

MEMBERS
Cllr S Young – Lead
Cllr T O’Flynn
Cllr I Bacon
Cllr A Clemens
Cllr S Glover



***The Parish Council as the parent body can form a working group to carry out specific detailed tasks on any matter that falls within its powers.***

***Full council may form or disband a working group.***

***Specific Terms of Reference, will be prepared by the clerk for ratification at the next full council meeting, following the working group being established.***

***These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.***

## **1. Membership**

- Members of the working group will be appointed by the Parish council and will consist of a minimum of **Four** elected members of the council unless otherwise specified.
- The quorum of the working group will be no fewer than **three** elected members. The Chairman of the Parish Council, and Lead Councillors, will be able to attend all meeting either by invitation by the working group or should they request to.
- The term of membership will be for a period of one year or to the next annual meeting of the full council or time limited for a period of 6 months.
- The annual statutory meeting of the council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

## **2. Lead Member**

- At the first meeting appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the council.

## **3. In attendance**

- The Proper Officer or delegated officer may be requested to attend any meeting.

## **4. Purpose**

The purpose of the Strategic Plan is to support the Council in the development and implementation of any key decisions which will help it to achieve its aims and objectives, intended to improve the quality of life for the people it serves in the community of Datchet. The planned activities will help form the basis for setting future budgets. This plan is a guideline to deliver the aspirations of the local community within a planned budget and timeframe. This Plan is a 'live' document that will evolve through community engagement and will assist Councillors to make decisions in the best interests of those they serve. As a 'live' document this Strategic Plan will be monitored and updated regularly to demonstrate progress.

## **5. Powers**

- The working group **cannot** make any decision on behalf of the Parish Council and does not have any delegated powers.
- Any recommendations made by the working group will be subject to approval by the full council.



## **6. Responsibilities and Remit**

In line with the purpose set by the council the remit of the working group is to:

- i. Develop a 5-year tactical plan that aligns with Council's strategic objectives.
- ii. Ensure that all projects are within budget constraints.
- iii. Ensure all have projects have deadlines and those deadlines are adhered to.
- iv. Ensure effective communication with the lead members and finance committee.

## **7. Meetings**

- At the first meeting appoint a council member as Lead member – Cllr. Susan Young
- At the first meeting members must review these terms of reference and amend as required (These terms of reference will need to be ratified at a full council meeting.)
- The working group will meet as and when required.
- A working group does not meet in public, therefore standing orders are not applicable, although the code of conduct still applies to any councillor who is a member of the working group.
- Formal agenda and minutes are not required.
- As engagement with the local community groups is a key element of implementing the strategic plan, the working group reserves the right to invite key members (maximum of two per meeting) of local community groups to attend working group meetings as and when the working group sees fit.

## **8. Notes of meeting**

- Minutes are not required
- Notes of the meetings will be kept as a record and so that progress can be reported back to the full council.

**The working group is an informal advisory group. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.**

Signature:   
The Clerk

**Date: 13th May 2024**