

Jubilee Pond Working Group Terms of Reference

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| Name: | Jubilee Pond Working Group (JPWG) |
| Membership: | Any person registered as an elector within Gilberdyke parish |
| Need: | <ul style="list-style-type: none">• To help develop Jubilee Pond, Gilberdyke• To respond to ideas and suggestions from residents and users• To report regularly to the Parish Council on progress• To make recommendations to the Parish Council |
| Conditions: | <ol style="list-style-type: none">1. The JPWG is a Working Group of the Parish Council and reports directly to the Parish Council2. Membership of the JPWG is open to all those who wish to attend, subject to being registered as an elector within Gilberdyke parish.3. The JPWG shall hold an annual meeting in April and shall elect, from amongst those attending, a Chair.4. The Chair shall preside at all meetings of the JPWG. In the absence of the Chair the JPWG shall elect, from amongst those attending, a substitute for that meeting only.5. The Clerk shall arrange and publicise all meetings, provide advice to the JPWG, take notes of recommendations made at the meetings and publish these on the Parish Council website.6. The JPWG can make recommendations regarding any aspect of the Jubilee Pond site, including safety, security and accessibility.7. JPWG meetings should be held monthly, and at least one week before Parish Council meetings.8. The JPWG is empowered to invite specialist professional advisors to attend meetings to provide guidance on matters under discussion. |

- Restrictions:**
1. The Parish Council's Code of Conduct apply to the JPWG.
 2. Any meeting of the Working Group must be publicised on the Parish Council website one calendar week before being held to be valid.
 3. Recommendations can only be made at properly convened meetings. The quorum shall be five (5) attendees, not including the Clerk.
 4. Any and all decisions, including those relating to expenditure, will be made by either the Parish Council or the Clerk (under the provisions of the Financial Regulations and the Scheme of Delegation).
 5. As per the Scheme of Delegation, the Clerk will:
 - deal with day-to-day matters relating to the use of council services, land and premises.
 - manage all the Council's current services.
 6. All purchases will be made by the Clerk.
 7. The Parish Council may alter these terms of reference or dissolve the Working Group at its sole discretion.