

Leaffield Community Telephone Box Working Group

Terms of Reference

Approved: 09 February 2022

PURPOSE OF THE WORKING GROUP

GENERAL

1. The Parish Council will appoint the Working Group and determine the composition, roles and functions.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.
3. In applying the Terms of Reference, the Group is empowered to consult, insofar as it might consider it necessary or desirable, with the full council.

COMPOSITION

The Working Group shall comprise of up to 12 volunteer members (but this can be revised upwards) with one being a nominated Parish Councillor.

POWERS

The Working Group cannot make decisions on behalf of the Parish Council, and any recommendations made by the Working Group will be subject to approval by the council if the nominated Parish Councillor sees fit. Any activity undertaken by volunteer members of the Working Group within the designated area, is undertaken at their own risk.

ROLES AND FUNCTIONS

1. The objective of the Working Group is to encourage goodwill and inclusivity in Leaffield, to foster community spirit and to promote and celebrate local community groups and individuals.
2. To meet on a bi-annual basis to discuss actions and consider future developments.
3. To manage the promotion and usage of the telephone box by local groups and individuals.
4. To be responsible for the tidiness and cleanliness of the telephone box.
5. Volunteer members to supply, and be responsible for, their own tools whilst on site undertaking any works.

REPORTING PROCEDURE

The nominated Parish Councillor will provide an update at each regular public meeting of the Parish Council, after the Working Group has met.