

Terms of Reference for Working Groups - Aldingbourne Parish Council

Name of group

Purpose and role of group

Membership - agreed by the Parish Council
Accountability - agreed by the Parish Council
Constraints

Review methods

Expected delivery profile

Reporting procedure

Example - Communication WG

Purpose and role - to collate articles, produce and deliver a newsletter 3 times per year. To investigate methods of communicating to the electorate including web site, noticeboards and media. To publicise Council events and current issues as directed by the Council.

Membership - 3 members

Accountability - Parish Council

Constraints - SO's Fin Regs, APC

Review methods - As directed by Parish Council

Expected delivery profile - 3 newsletters per year, Spring, Summer, Autumn, other tasks will be as and when required.

Reporting procedure - Parish Council meetings