

# Leases and Trusts Administration Working Group

## Terms of Reference

Approved: XXXXX

### PURPOSE OF THE WORKING GROUP

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#### GENERAL

1. The Parish Council will appoint the Working Group and determine the composition, roles, functions and membership.
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 six members, including the Clerk and at least three nominated Parish Councillors.

#### POWERS

This Working Group:

1. Acts in an advisory function, providing recommendations, advice and creating documents for approval by full council; and
2. Undertakes actions approved by full council, on behalf of the council.

It cannot make decisions on behalf of the council.

Terms of reference are agreed by full council.

### RESPONSIBILITIES

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1. To undertake research on behalf of the council.
2. To determine costs to the council.
3. To liaise with relevant authorities and organisations on behalf of the council.
4. To identify priorities and timescales for actions for approval by full council.
5. To create draft documents and reports for approval by full council.
6. To make recommendations to full council.
7. To carry out activities and actions approved by full council.

## REPORTING PROCEDURE

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1. Reports and recommendations to be presented at full council meetings.
2. Draft documents to be presented for comment and approval at full council meetings.