

Helmdon Parish Council – Working Group

Parish Plan Monitoring Group

Terms of Reference

The working group's name will be the Parish Plan Monitoring Group, hereinafter referred to as the PPMG.

The PPMG's key area of concern is the implementation of the Helmdon Parish Plan, published in Autumn 2004.

The PPMG has no executive powers and will report recommendations to the parish council for approval.

The PPMG comprises 2 parish councillors plus 5 other members each with interest in one of the following topic groups: Amenities, Culture, Environment, Transport and Youth. The PPMG will elect a chair, vice chair, financial officer and secretary at its first meeting. A quorum is achieved if 4 voting members are present. The PPMG may co-opt additional members as may be necessary.

The PPMG will meet quarterly or more often as may be required.

The functions of the PPMG are to:

1. Initiate and motivate parish plan project groups.
2. Recruit volunteers to help move the parish plan forward.
3. Raise and manage funding to support the functions of the PPMG.
4. Receive reports from parish plan project groups regularly and co-ordinate activities between groups to ensure there is a whole-community approach.
5. Report to the parish council regularly.
6. Report to the village regularly.
7. Review the plan annually.

Signed on behalf of the PPMG

Date

Review date
