



Keith Kirkcaldy, Chairman, Rockbourne Parish Council  
1 New Road Rockbourne SP63NN  
Tel: 07787808968

Rockbourne Parish Council

The Bourne Working Group/Advisory Committee – Terms of Reference

### **Purpose of the Working Group**

Maintain the Bourne and the course it takes allowing free flowing of water. Advising the Parish Council on the Management and condition of the watercourse.

### **Terms of Reference**

1. The working group will consist of 2 council members, The Clerk in an advisory capacity determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite 4 members of the public to join the efforts of the group and to attend *meetings* in an advisory capacity.
3. At the first meeting of the working group, members shall:
  - a. Review these terms of reference.
  - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the Bourne working group.
4. In line with the purpose set by the Bourne working group committee, the remit of the working group is to:
  - i. Manage maintenance of the Bourne
5. The working group does not have any delegated powers to make decisions for or on behalf of the and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the Parish Council and should provide reports in the following way as appropriate in order for the council/committee to make a decision.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need minutes, but notes will be a minimum requirement for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.