

Fradley and Streethay Parish Council

Project Tracker Working Group – Terms of Reference

Introduction:

Fradley and Streethay Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

Membership:

The Working Group shall consist of up to 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as appropriate.

The quorum of the Project Tracker Working Group will be 2 Members.

Councillors who are not elected to sit on the Project Tracker Working Group will be informed of any meetings to be held and are able to attend, input and ask for any relevant Working Group documentation.

Procedures and Functions:

The Project Tracker Working Group will operate within Fradley and Streethay Parish Council Code of Conduct.

The Project Tracker Working Group are tasked by the Full Council to deal with the following items, this list is not exhaustive and can be added to as appropriate:

- To keep the Project Tracker up to date.
- To change the start and finish dates for projects on the Project Tracker.
- To remove projects from the Project Tracker if required.
- To add projects to the Project Tracker, as new projects are developed.
- To maintain the finance tracker related to the Project Tracker.
- To look for funding sources to fund items on the Project Tracker where required.

The Project Tracker Working Group will monitor the content of the Project Tracker and the Finance Tracker and make recommendations to Full Council for its development and on-going maintenance where appropriate.

The Project Tracker Working Group can make small changes to the Project Tracker with regards to amending start and finish dates but should seek approval from Full Council to add or remove items from the Project Tracker.

The Project Tracker Working Group to examine issues in full, read reports and related materials, examine options and where appropriate obtain advice on behalf of the Full Council.

The Project Tracker Working Group can act or liaise with experts where required, but any associated costs are to be approved by Full Council in advance.

The Project Tracker Working Group will explain the recommendations, reasons, options to Full Council by way of a written report via the Parish Clerk.

The Project Tracker Working Group will answer any questions from the Full Council.

The Project Tracker Working Group will not have any funds or monies available to spend unless approved in advance by the Full Council.

The Parish Clerk and/or Assistant Clerk will provide administrative support for the Project Tracker Working Group as required but are not required to attend every Working Group Meeting.

Meeting Dates:

Meetings of the Project Tracker Working Group will be arranged and agreed by the Working Group as appropriate.

Meetings of the Project Tracker Working Group will be held at the Fradley and Streethay Parish Council Office Meeting Room unless otherwise agreed.

Reviewed: 10.03.2021

Next Review: April/May 2022