

Committee Name:
Chair:
Clerk:

Document Control:

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Meeting minute: *2026.10.11*
Next review date: *October 2027*

**Old Buckenham
Parish Council**



Terms of Reference

1. **Purpose /Role of the group:**

- What is the broad purpose / role of the group?
- When was the group established and by whom?
- What are the aims / responsibilities of the group?

2. **Membership:** for example

- Who is membership of the group open to?
- Are there any restrictions on numbers?
- Are public members involved?
- Are any representatives from other organisation included?
- How long is the period of membership and can it be extended?

3. **Accountability:**

- Which members responsible for reporting back on activities of the group and if so to whom?

4. **Review:** for example

- How often will the group review the relevance and value of its work and the terms of reference?

5. **Working methods / ways of working:**

- What method / approach to working will you adopt (for example a shared learning approach)?
- Will any sub groups be convened?

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- what will your chosen working method involve in practical terms, for example with reference to:

6. **Delegation of budgets:**

Committees can be assigned a budget. If they have responsibility for a specific project, maintenance of the green or the organisation of an event.

- Committee must provide a Plan of Expenditure to allow full council to agree the actual budget.
- Plan of Expenditure must show full breakdown of costs.
- Financial report presented to full council monthly, for audit purposes. To included start/finish balance, all cost supported by Invoices and minute reference it the cost was agreed on.
- Follow the *OBPC Financial Regulations Policy Rev A* at all times

7. **Meetings:**

- How many meetings will be held each year and where will they be held?
- Who will organise and chair the meetings?
- How will topics for the agenda be generated?
- How and when will meeting papers be circulated?
- What will the format of meetings be, for example will they include small group discussions?
- Will non-members be invited to group meetings and if so, under what circumstances?
- Who will provide secretariat for the group?

8. **Sharing of information and resources (inc. confidential materials):**

- How will group members share information and resources?
- How will confidential materials and copyright issues be identified and dealt with?
- Will there be a web space for the group and if so, will it be password protected and who will be responsible for facilitating it?

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9. **Definition of terms**

- Provide definitions of any key terms

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