

Warlingham Parish Council (the "Council")  
Warlingham Green Improvement Working Group Terms of Reference  
(aka "The Green Working Group")

1. Purpose

To progress the formulation of a plan to improve Warlingham Green, based on the findings of the Parish Plan 2008, and following agreement to the plan, if achieved, to progress its implementation in liaison with architects and other parties engaged by the Parish Council for this purpose.

2. Authority

The Working Group is established by and takes its authority from the Council. It is accountable to and shall report to the Council.

The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.

3. Membership of the Working Group

The membership of the Working Group will be four councillors, two representatives of the traders on The Green, a representative of the Church Hall Management Committee and two representatives of those who organise events on The Green.

4. Meetings

The Working Group will meet as often as required to progress the project; it is expected that this will not be less than once a year. Meeting notes should be submitted to the Parish Clerk.

There must be four members present to constitute a quorum, of whom two must be parish councillors.

In the absence of the Working Group's Chairman, the Working Group must appoint a Chairman, from those present, as its first action.

5. Conduct

The Working Group must act in a professional manner and maintain the high standards of the Council in all its meetings, communication and business.

6. Appointment of Council representatives to the Working Group

The Council will appoint members to the Working Group from among its membership and select a Chairman. Appointments shall be made at the Annual Meeting of the Council and shall hold office for a term expiring on the date of the next Annual Meeting. Additional or replacement members, drawn from the members of the Council, may be appointed by the Council during the year. The term of office shall cease at the next Annual Meeting of the Council.

7. All Principles and Policies of the Council to apply, including:

The Code of Conduct

The Freedom of Information Act

Notes of the meetings to be publicly available