

Terms of Reference

Arundel Town Council

Extending Arundel's Conservation Area Working Group

The **AGREED** Members are the Deputy Mayor, Cllrs. Lovell, Phillips and Tu, David Shilston and Peter Downs

Membership	<ul style="list-style-type: none">• The Working Group may bring other Councillors or members of the community into the Working Group to assist with the project.• The Town Clerk and Administration Assistant shall support the Working Group as necessary.
Roles	<ul style="list-style-type: none">• The Working Group shall appoint a chairman at its first meeting.• The Working Group shall work with any outside organisations which may help it to achieve its purpose.
Policy	<ul style="list-style-type: none">• It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members.• Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.
Purpose	<ul style="list-style-type: none">• To review and update the Arundel conservation area to protect the heritage assets of the town and protect Arundel from unwanted development.
Meetings	<ul style="list-style-type: none">• The Working Group shall meet as frequently as necessary to achieve its purpose.• Meetings may take place live or electronically. Members may join live meetings electronically.
Finance	<ul style="list-style-type: none">• The Town Council holds an earmarked reserve which can be used to provide professional support for the project.• The Working Group will report back to the Town Clerk and Full Council on planned and actual expenditure for the project. Invoices will be made out in the name of the Town Council.• Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for the purpose for which they were granted.• All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.• The Working Group shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the Town Clerk and Full Council on their budget.
Reporting	<ul style="list-style-type: none">• Periodic reports containing a summary and/or any recommendations that require Town Council approval shall be prepared and included on the Full Council meeting Agenda in agreement with the Town Clerk.• An annual review will be undertaken.

Dissolving the Working Group	<ul style="list-style-type: none">• If the Working Group wishes to dissolve it must notify the Town Council.
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