

Castor & Ailsworth Parish Council Liaison Group

“Two Parishes - One Community”

Terms of Reference

Introduction

The Castor & Ailsworth Neighbourhood Plans (NPs) complement and support each other and their development highlighted the two parishes' shared heritage by adoption of the maxim '*Two parishes - One community*'.

Recognising the benefit of regular informal contact it is proposed to evolve the Castor & Ailsworth NP Working Group's role to facilitate regular discussion on all matters of joint Parish Council (PC) interest. The group will be replaced by a Joint PC Liaison Group (JPLG), with a non-executive role as before but expanded to facilitate discussion on any issue of joint interest.

Decisions will remain for formal agreement by each PC through their existing meeting structures.

JPLG Membership

All members Castor & Ailsworth PCs may attend meetings if available, with a co-opted chair and other co-opted volunteers as necessary.

Objectives

1. To meet informally on a quarterly basis or as necessary to facilitate liaison between the two PCs on matters of joint interest and to advise the PCs accordingly. The group's role should be reviewed by the PCs annually but longer term objectives may be agreed as necessary.
2. The group may make recommendations on matters discussed for formal agreement and action by the two PCs as necessary.
3. Inter alia, the group will facilitate liaison to assist in effective implementation of the two NPs and their review in due course. It should also advise on Joint Community Action Plan (JCAP) content and management.

Governance

The group will have no 'executive powers' and not take decisions. This should not, however, inhibit PC members from acting in their formal PC capacity when required.

Notwithstanding the informal nature of the group, members must declare any personal interest in any matter discussed. The PCs' insurance will apply to all members of the group whether non-elected, elected or co-opted. Details of volunteer members and any conflicts of interest or other matters which might compromise insurance cover to be advised to the Clerks for record and surety of cover.

The group will not incur expenditure without prior PC approval

Any discussions with third parties on matters of joint interest to the parishes should involve a representative from both PCs.

Formal meeting records are not required given the informal nature of this PC liaison group.

Brief summaries of action proposed and recommendations to the PCs should be kept and circulated to all PC members. These may then be added to PC records.