

NEWBOLD VERDON PARISH COUNCIL

Heritage Board Project Working Group

TERMS OF REFERENCE

1) Scope

The objective of the Working Group is to review, create and recommend artwork and information for the Heritage Board, including the following:-

- a) To create wording and artwork for the board.
- b) To recommend locations for the board to be installed within the conservation area.
- c) To liaise with suppliers and gain costs for the board to be created.
- d) To liaise with the Planning Department concerning planning permission.
- e) To liaise with and gain quotes from local businesses for installation costs.

2) Membership

The Working Group will consist of up to 3 members; Cllr Dianne Finney, the Clerk Josie Flavell and one member of public, Mr Roger King. However, the number of representatives can be increased at any time, at the discretion and needs of the Working Group.

3) Meetings

The meetings will be chaired by the Chairman of the Working Party, Cllr Dianne Finney.

The Working Group will meet as and when necessary and report back to Newbold Verdon Parish Council at the next available full council meeting.

4) Standing Orders

The Working Group must ensure that agendas and minutes are created in-line with current council procedures.

The Working Group will cease upon completion of the project.

5) Reporting

Based on these considerations the Working Group will make recommendations where appropriate directly to Newbold Verdon Parish Council for review and approval.

The Working Group cannot make decisions nor commit to any financial expenditure without full consent and approval of the Parish Council.

6) Declarations of Interest

Where there is conflict between the interests of any Council members and the interests of the Working Group, that person must declare the interest and withdraw from the meeting. The meeting must then be declared closed and an alternative Council member approached.