

Drayton Parish Council

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PROJECTS BOARD (NEIGHBOURHOOD PLAN) TERMS OF REFERENCE

Date Last Agreed: 14th May 2018 Date of Next Review: May 2019

1. Background

The Drayton Neighbourhood Plan 2014-2031 passed its local Referendum in March 2014, and was brought into force by VWHDC in Summer 2015.

2. Purpose and Projects

The purpose of the Projects Board (which supercedes the former D2020 Implementation Committee) is to plan and co-ordinate the fund-raising and project management of the various parts of the Drayton NDP including the following:

- 2.1 The Village Hall Refurbishment project
- 2.2 The new Sports Pavilion and Sports Facilities at Barrow Road
- 2.3 The New Village Green at the Manor Farm site
- 2.4 Playground facilities (in association with the Leisure and General Purposes Group), including existing facilities at Lockway, new facilities in the new housing developments, and new facilities at e.g. the Millennium Green
- 2.5 Open spaces and biodiversity e.g. at South of High Street
- 2.6 Tree planting
- 2.7 Traffic calming measures
- 2.8 Footpaths refurbishment (in association with the Rights of Way Working Group)
- 2.9 Pre School

4. Membership and Quorum

- 4.1 Membership of the Projects Board shall comprise the members of the Finance and Personnel Committee and such other co-opted voting members (up to a maximum of four) who must all be either resident or in regular employment in

the parish. Technical experts may be co-opted as non-voting members as required.

- 4.3 The Projects Board may appoint such sub-committees/working or project groups as it deems necessary, and co-opt members on to these groups. Each sub-committee or group must have at least one Parish Councillor appointed to liaise with the Parish Council and must be Chaired by a Parish Councillor. Each sub-committee or group will take Minutes and report these via the Clerk to the Projects Board.
- 4.4 The membership of the Projects Board and any of its sub-committees should aim to be representative of the village, and best efforts shall be made to ensure that there is a balance of gender, age and place of residence in the village, so that a wide breadth of opinion, skills and experience is available to the Committee.
- 4.5 The Projects Board shall be quorate with one half of its voting members, subject to a minimum quorum of three, which must include a parish Councillor.
- 4.6 If less than three voting members are present, the meeting shall stand adjourned.

5. Chairman, Officers and Clerking Arrangements

- 5.1 The Projects Board shall elect a Chairman who must be a Parish Councillor, and a Deputy Chairman from their number.
- 5.2 If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number.
- 5.3 Non-voting, advisory officers shall be the Parish Clerk, and any Planning or other Consultants or experts co-opted or engaged by the Projects Board (with the approval of the Parish Council).
- 5.4 The Parish Clerk shall ensure that appropriate clerking arrangements are in hand for Projects Board meetings and that Agendas, Papers and Minutes are properly prepared, distributed and publicised
- 5.5 The Agenda shall normally be despatched to members three clear days before the date of the meeting, by e-mail.
- 5.6 The Projects Board shall keep Minutes of its meetings and shall cause the Minutes to be recorded and open to public scrutiny via public noticeboards and on a public website.
- 5.7 Members of the Projects Board shall agree to be bound by the Seven Principles of Public Life ("The Nolan Principles") which are: Selflessness; Integrity Objectivity Accountability Honesty Leadership (see Appendix for definitions).
- 5.8 The Projects Board and all its proceedings and communications (including emails in whatever system) shall be subject to the

provisions of the Data Protection Act, GDPR and the Freedom of Information Act.

6. Finance

6.1 The Projects Board's work will be financed by the Parish Council from the Precept.

6.2 Receipts and Payments will be administered through the Parish Council's bank account, in accordance with a budget prepared by the Council

6.3 This account will be audited as part of the Parish Council's internal and external audit procedures.

6.4 The Parish Clerk shall keep the Parish Council's Finance Committee informed of on-going budgetary requirements for the Projects Board.

6.5 Powers Delegated to the Parish Clerk by the Parish Council: The Parish Clerk may give approval of expenditure of up to £500 relating to any matter within the Projects Board's delegated responsibilities.

6.6 Orders for goods and services, and contracts issued for work on the Drayton Neighbourhood Plan must comply with Drayton Parish Council's Financial Regulations as then in force. The Clerk or another officer appointed by the Parish Council for this purpose shall be responsible for placing such orders and issuing calls for tender for any contracts.

7. Frequency, Timing and Procedure of Meetings

7.1 The Projects Board shall meet normally on a monthly basis and not less than ten times a year.

7.2 Meetings shall normally be held at 7.30pm on a Monday in the Drayton Village Hall

7.3 Meetings shall be open to the public to observe proceedings

7.4 All meetings shall include the opportunity for public participation.

7.5 Any changes to Projects Board Terms of Reference shall require Parish Council approval.

7.6 The meetings shall be conducted in accordance with set procedure to be determined and agreed by the Projects Board.

Agreed at the Drayton Parish Council meeting held on Monday 5th March 2018

Appendix: The Seven Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the [Committee for Standards in Public Life](#). They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.