

GRETTON PARISH COUNCIL

ASSET MAPPING PROJECT WORKING GROUP

TERMS OF REFERENCE

Authority

The Asset Mapping Project Working Group (AMPWG) is appointed by and solely responsible to the Council. The working group's duties are defined and agreed by the Council who may vote at any time to modify the working group's powers. The working group has no authority to bind the Council to a particular course of action or to make any decisions that incur expenditure. The working group reports to and makes recommendations to the Council.

Meetings

The working group is advisory. It does not need to give notice of its meetings and does not need to meet in public. The working group may meet in-person or online.

Membership

All members of the working group are members or officers of the Council. The working group consists of no fewer than three people, one of whom should be an officer. The working group does not need to have a quorum to conduct business. At its first meeting, the working group will identify one of its members to chair meetings.

Record of Proceedings

A report of each working group meeting will be prepared and will be circulated to all members and officers of the Council and will be published on the Council's website. The working group will report its activity to each meeting of the Council.

Responsibilities

The working group's primary purpose is to map the assets and services in the area of the Council that are the responsibility of the Unitary Council, as well as any other registered or potential Assets of Community Value (ACVs).

The working group will gather information and data about each asset and service and will consider the importance of each asset or service to the community.

The working group's responsibility is simply to gather information and make reports and recommendations to the Council. The Council will consider the reports and recommendations and may instruct further investigatory work by the working group or by any other person.

Timing

The working group should aim to complete its work and produce its final report by 31 March 2022. It should hold such meetings as it deems necessary to complete its work by that date.

Signed (Chair): Cllr _____

Date: 14th February 2022

