

Waterbeach Parish Council
S106 Working Group

Terms of Reference

Working Group:

S106

Type:

Advisory

Purpose:

To review S106 income and expenditure.

To review and propose to Council, agreed allocation of S106 funding.

To make representation, agree and propose to Council, suitable S106 funded projects.

Scope:

To ensure use of funds are compliant and to ensure future projects are adequately funded.

Authority:

To provide recommendations to Council in respect of S106 funding allocations and proposed projects.

To ensure compliance with current Standing Orders and Financial Regulations adopted by the Council.

This working group has no authority to make decisions on behalf of the Council nor to enter into any contracts or agreements on behalf of the Council.

Membership:

A minimum of 6 councillors. This Working Group will be chaired by the Chair of the Finance Committee. Membership will be:

Planning Committee – Chair (or nominated member)

Finance Committee – Chair plus 2 additional members nominated by the committee

Highways – Chair (or nominated member)

Recreation Ground – Chair (or nominated member)

If a Councillor holds office as Chair of more than one Committee, an 'alternative member' may be nominated to facilitate an equitable representation of interest.

The Clerk to the working group will be the Finance Officer.

Meeting arrangements:

Meetings can be held remotely but if face-to-face meetings are held, they shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

The working group shall meet at least 3 times a year (March, July and December), more meetings can take place if needed.

At each meeting, minutes will be taken and presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

If the working group chair is unable to make a meeting, the meeting will still go ahead with another working group member chairing – this is to ensure business is dealt with promptly.

A minimum of 3 working group members must attend a meeting.

Reporting:

Minutes of each meeting will be presented to the next full Parish Council meeting, where any recommendations will be put forward for approval.

Deliverables:

The working group is required, on behalf of the Parish Council, to comply with the Terms of Reference and to ensure best practice is adopted when recommending the use of parish funds.

The working group is responsible for ensuring any budgeting requirements are submitted to the November Finance Committee, annually.

Risk Assessments:

The working group must ensure compliance with all risk assessments adopted by the Council, when delivering any proposals.

These Terms of Reference will be reviewed annually and may be amended, varied or modified after a review.

August 2021