

## **Terms of Reference of the Granary Staithe Working Party**

A. Hoveton Parish Council (HPC) are the owners of land adjacent to the road/pedestrian bridge connecting Hoveton to Wroxham known as Granary Staithe (GS).

B. In order to manage and develop GS HPC has appointed members of the Council to form the Granary Staithe Working Party (GSWP).

C. The terms of reference of the GSWP are set out below. These terms of reference were adopted and approved by HPC at their meeting on 1<sup>st</sup> of July 2013.

### **Terms of Reference**

1. The members of GSWP shall be appointed from time to time by HPC at their normal Council meetings together with such other persons who may not be Councillors but who are required or helpful to the functioning of GSWP and the discharge of its roles and functions.

2. GSWP shall undertake the following roles and functions:

1.1 To make recommendations to the Council as to the maintenance of GS.

1.2 To make recommendations to the Council for the future development and use of GS.

1.3 To make recommendations to the Council as to all relevant areas such as safety, health, and appearance of GS.

3. The Quorum of the GSWP shall be two Council members and any meeting of GSWP shall be notified in writing to all members of GSWP as appointed under paragraph 1 above.

4. At least one week in advance of each Council meeting a member of GSWP will provide a written update to the Clerk so that the Clerk may include such update for presentation to the Council meeting. The update will include;

- Dates of any GSWP meetings that have taken place and names of those who attended.
- A general update on the activities of the working party and any issues related to the ongoing administration of the site.
- Any specific requests, proposals or recommendations regarding Granary Staithe to be put forward by GSWP to the Council.

5. For the avoidance of doubt it is hereby stated that the GSWP shall have no authority to enter into contracts, purchase goods or services or incur expenditure except pursuant to a decision by HPC at their normal Council meetings.