

CABINET	AGENDA ITEM No. 11
17 December 2024	PUBLIC REPORT

Report of:	Adrian Chapman, Executive Director Place and Economy	
Cabinet Member(s) responsible:	Cllr Alison Jones, Cabinet Member Housing and Communities	
Contact Officer(s):	Ian Phillips, Acting Head of Communities	Tel. 07415881802

Approval of the Parish Charter

RECOMMENDATIONS	
FROM: Adrian Chapman, Executive Director Place and Economy	Deadline date: <i>N/a</i>
<p>It is recommended that Cabinet:</p> <p style="padding-left: 40px;">Approve the draft Parish Charter and adopt the principles and ways of working across the council.</p>	

1. PURPOSE AND REASON FOR REPORT

1.1 The purpose of this report is for Cabinet to approve the draft Parish Charter and adopt the principles and ways of working across the council.

2. BACKGROUND AND KEY ISSUES

2.1 Parish Councils form an important function within many communities within Peterborough and act as the first tier of local government. Peterborough has 26 parished areas, many of which are rural and have unique qualities and issues which may be not represented across the wider greater Peterborough area.

Parish Councils have an in-depth knowledge and understanding of hyper local issues and how they present differently in individual locations and communities. In some instances, parishes work formally and informally with neighbouring parishes, particularly in smaller localities.

It is essential that the City Council and Parish Councils have a strong relationship and can work effectively on common issues to help deliver strong outcomes for local communities and improving the wider social economic, social and environmental wellbeing of Peterborough. Parishes deliver statutory functions on behalf of their community and there is an opportunity to explore whether further services could be delivered at a parish level, where it is sensible and cost effective to do so.

The Parish Charter sets out how the relationship between the City Council and Parish Councils should operate and contains a number of key principles:

- Acknowledging the role, democratic status and importance of both organisations
- Recognising that both organisations deliver services and leadership within their communities

- Working together to promote and protect social, economic and environmental well-being
- Respecting and promoting the role of both elected and co-opted councillors as representatives of their communities

The Parish Charter also outlines key principles around how the two sectors will communicate, consult and engage on key issues as required. This includes the Local Plan, public consultations, public health issues or any other issue relevant to all parties.

The effectiveness of the Charter will be overseen by the Parish Liaison Working Group (as set out in Appendix 1 of the charter). The group will have senior representation at both Executive portfolio level and senior officer representation and will be Chaired by a Parish Councillor.

3. CORPORATE PRIORITIES

3.1 The Parish Charter supports work across all Council's priorities, but particularly:

1. Our Places & Communities
 - Places and Safety
 - Lives and Work
 - Health and Wellbeing
2. Sustainable Future City Council
 - How we Work
 - How we Serve
 - How we Enable

4. CONSULTATION

4.1 The Charter has been developed in full consultation with Parish Councils

5. IMPLICATIONS

Financial Implications

5.1 No financial implications directly as a result of this charter, however through the work of the parishes and council it could lead to a commissioning or transferring of services at a later date.

Legal Implications

5.2 Under section 1 of the Localism Act 2011, the Council has a general power of competence to do anything that an individual can do, unless specifically prohibited by law. We are not aware of any prohibition relating to the recommendations of this report.

Equalities Implications

5.3 None identified.

6. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

6.1 N/A

7. APPENDICES

7.1 Draft Parish Charter (attached)

Draft Parish Charter

How Peterborough City Council and Parish Councils will work together for the benefit of local people.

The Parish Charter sets out how Peterborough City Council and Parish Councils aim to work together for the benefit of local people.

A representative group of parish councillors and clerks known as the Parish Liaison Working Group have been working together with officers from across Peterborough City Council to establish a new way of working and to confirm existing good practice.

The charter lays out how Peterborough City Council and the parish sector will work together in partnership to:

- promote and protect social, economic and environmental well-being for the benefit of our local communities, to ensure vibrancy and future sustainability
- strive to eliminate all forms of discrimination and promote equality of opportunity.
- promote an active democracy to ensure all members of the Peterborough community are able to have a say in our future and to help develop a shared vision, identity and sense of belonging.
- welcome all feedback and aim to act quickly and efficiently to address issues within their power.
- respect and promote the role of both elected and co-opted councillors as representatives of their communities through positive communication, leadership and engagement, all undertaken to high ethical standards by following the Nolan Principles for public life.
- give importance and recognition to issues and ideas raised at each level of local government.
- ensure efficient, effective and value for money management, supported by adequate training.

Development of the Parish Charter will be ongoing and implementation and monitoring of its effectiveness will be undertaken by the Peterborough Parish Liaison Working Group and the document will be updated as required.

The Parish Charter

Foreword

The parish working group is pleased to support this Charter which seeks to set out the arrangements for partnership working between Peterborough City Council and Parish Councils. Each is responsible for providing local services to the residents of Peterborough and we recognise that close working relationships between Peterborough City Council and their senior officers can only lead to better delivery of these services for our residents.

Whilst it remains the right of each parish sector council to determine whether or not it wishes to support the principles identified within the Charter, the potential benefits to local communities should encourage all parishes and Peterborough City Council to work collaboratively.

Parish Councils and Parish Meetings are an important part of local government and have a vital role in acting on behalf of the communities they represent. Peterborough City Council is committed to working with Parish Councils to connect with local communities, understand their needs and respond to their priorities.

This Charter sets out how we will work together for the benefit of our communities. There is much work still to do to bring together the operations of all the twenty-six parish councils involved in Local Government in Peterborough and new working arrangements will develop over time.

The Charter recognises this and commits Peterborough City Council and Parish Councils to developing and reviewing areas and working arrangements for inclusion in the Charter in more detail.

1.0 Context - Local Government.

1.1 The council has set out its aim to work in new ways, offering:

- improved efficiency and effectiveness of local government services.
- reduced duplication, bringing together services and making savings.
- new community partnerships to support the needs and aspirations of parishes.
- new ways of working with and empowering the parish sector.

1.2 In working to establish communication within the council on the importance of the parish sector and the need for effective partnership working to achieve its vision and aims.

1.3 The development of a Parish Charter, to define the relationship between Peterborough City Council and the parish sector and set out how the principal authority and parish authorities will work together in partnership.

1.4 It has therefore been agreed that the development of this Charter should be a staged process, with ongoing consultation with the parish sector and learning from experiences. This will be supported by a regular review, monitoring and update process.

1.5 It is recognised that there are a number of key areas that Peterborough City Council and the parish sector will wish to develop more detailed working relationships. These include, but are not limited to, the following:

- community partnerships.
- community services – such as highways, street lighting, grass cutting, local assets.
- double devolution.
- financial arrangements.
- improving communication.
- locally based services and assets.
- parish sector elections and polls.
- planning.
- refining the details of the parish liaison working group.
- resilience planning and emergency response, for example, flooding.
- training and advice.

1.6 It is also recognised that this document is very much a working document, therefore commencing within the first six months of its adoption, and on an on-going basis. Peterborough City Council along with the parish liaison working group commits to developing and reviewing these and other areas for inclusion in this Charter in more detail.

1.7 This document is the culmination of the first stage in this process and sets out a number of key principles by which Peterborough City Council will work with the parish sector in their areas. It also sets out further stages in the process by which a more detailed Charter will be developed, reviewed and updated on a continuing basis.

2.0 Background information

2.1 At the time of writing this Charter, there are twenty six parishes in Peterborough. Arrangements by which the parish sector operates are complex and varied.

2.2 In some areas parishes may work together with neighbouring parishes to run grouped or joint meetings. As well as these formal combined arrangements, parishes may informally group together.

2.3 Parish councils are the most local level of government in England.

2.4 In this document the term 'parish sector' is used to encompass all the various arrangements by which parishes operate. More information about different arrangements are provided in appendix 1.

3.0 Introduction

3.1 The purpose of this Charter is to define the relationship between Peterborough City Council and the parish sector. It has been designed to facilitate effective partnership working and understanding between the two tiers of local government within Peterborough.

3.2 It sets out a framework for defining and developing joint principles to enable Peterborough City Council and the parish sector to work effectively together to improve the economic, social and environmental well-being of Peterborough.

3.3 Peterborough City Council acknowledges that the parish sector is the grassroots level of local government. The parish sector acknowledges the strategic role and responsibilities of Peterborough City Council. The parish sector and Peterborough City Council recognise each other as independent authorities legitimised through the democratic process and legal independence.

3.4 Peterborough City Council supports and encourages the development of the parish sector as democratically accountable bodies having local governance responsibilities and local representational authority to shape the decisions that affect their communities. Peterborough City Council recognises the potential for the devolvement of appropriate services and decision-making responsibilities and will support this devolvement by mutual agreement to the parish sector. This will be where the sector has the ability to discharge them, where it is cost neutral to Peterborough City Council and where it is appropriate and in the best interests of the local community to do so.

3.5 Peterborough City Council will encourage the parish sector to adopt recognised good governance standards. These include standards set by National Association of Local Councils (NALC) in their Local Council Award Scheme.

3.6 The parish sector will ensure that Peterborough City Council is informed about relevant local issues of which they are aware to support its decision-making as appropriate.

3.7 The implementation of the Charter, and its effectiveness, will be monitored by the Parish Liaison Working Group and the document will be updated as required.

4.0 Partnership working.

4.1 Peterborough City Council recognises the need for strong and successful partnership working with the parish sector as a specific group. This can only be achieved if all partners understand and respect each other's roles and work cooperatively to serve the community.

It is recognised that both Peterborough City Council and parish sector councillors and the chairs of parish meetings are elected to their roles for the benefit of their diverse communities. It is also acknowledged that many parishes have very limited resources. In addition, Peterborough City Council is committed to delivering improved efficiency and effectiveness in services, reducing duplication, and achieving savings. Effective partnership working is key in achieving this commitment.

4.2 Peterborough City Council recognises that the parish sector across Peterborough are:

- bodies which draw on their local democratic accountability and expertise to take decisions and actions, and to collaborate with responsible bodies including Peterborough Council and other public sector bodies, to benefit their communities.
- key providers of some local public services, as authorised by statute.
- facilitators and supporters of action by the wider community, providing resources, encouragement and a 'stamp of approval' to community initiatives.

4.3 Peterborough City council recognises the community leadership role and responsibilities of the parish sector in response to ultra-local priorities set out in a range of plans and programmes.

4.4 The parish sector recognises the strategic role and statutory responsibilities of Peterborough City Council and its priorities.

4.5 Peterborough City Council and the parish sector will work together in partnership to:

- promote and protect social, economic and environmental well-being for the benefit of our local communities, to ensure vibrancy and future sustainability.
- strive to eliminate all forms of discrimination and promote equality and inclusion of opportunity.
- promote an active democracy to ensure all members of every Peterborough community are able to have a say in their future and to help develop a shared vision, identity and sense of belonging.
- welcome all feedback and aim to act quickly and efficiently to address issues within their power and financial resources.
- respect and promote the role of both elected and co-opted councillors as representatives of their communities through positive communication, leadership and engagement, all undertaken to high ethical standards and following the Nolan Principles of public life.
- give importance and recognition to issues and ideas raised at each level of local government.
- ensure efficient, effective and value for money management, supported by adequate training.

4.6 Peterborough City Council continues working to establish a network of community partnerships which will involve local people, partners and communities coming together to act as local agents for economic and social change. They will be places of collaboration between business and the wider public sector. Community partnerships will see a range of local stakeholders working in partnership on matters of shared interest and this will include the parish sector as part of these local multi-agency partnerships.

As parishes will play an important role in these partnerships, updates on their progress will be presented to the Parish Liaison Working Group and the Charter updated as appropriate.

5.0 Communication

5.1 Effective communication is the basis for any successful working relationship, it needs to be a two-way process utilising a variety of methods. The Cambridgeshire and Peterborough Local Councils Associations (CAPALC) has an important role in facilitating communication and providing coordinated feedback and training.

5.2 Peterborough City Council will:

- use a variety of methods to communicate with the parish sector - selecting the most effective method, dependent on the issue and which parish(es) are impacted.
- make best use of the information technology available to promote quick and efficient communication, recognising that many people involved with parishes do so on a voluntary basis and may require additional time to respond.
- respond to enquiries and reported issues from the parish sector within prescribed timescales. This is: to acknowledge communications within five working days of receipt and provide a

full response (if required) as soon as reasonably practicable and in any event within 20 working days.

If this is not possible an explanation will be given as to why along with an indication of when a full reply will be provided. The extended 20 working day timescale is to allow further time which may be required to undertake site visits, investigations, consultation or research.

- ensure working arrangements with the parish sector are reviewed regularly via the Parish Liaison Working Group
- notify the parish sector via email of all programmed maintenance and improvement schemes relating to highways and other matters of significant impact within their boundaries
- provide opportunities for members of the public, including elected members (councillors) and parish clerks, to ask a question or make a statement at the start of ordinary meetings (Executive and committees), if notice, including the full text of the question or statement, has been given in writing or email to the Democratic Services team at democratic.services@peterborough.gov.uk no later than midday three working days before the day of the meeting.
- endeavor to respond to any invitation from the parish sector to speak at meetings on matters of mutual interest.
- ensure that registers of interest for Parish Councillors are published, noting that there is a legal requirement for these to be provided to Peterborough City Council by the Parish Councils and for Peterborough City Council to publish them.

5.3 The parish sector will:

- make every effort to attend and be represented at relevant Peterborough City Council meetings and events when invited.
- make best use of the information technology available to them to communicate with Peterborough City Council.
- encourage Councillors to have access to and use of electronic communication
- where practicable, support, provide and encourage all clerks to have access to a computer owned by the relevant parish sector body and a dedicated parish sector body account email (rather than personal).
- send a substantive reply to correspondence from Peterborough City Council within 28 working days (not including responses to consultation documents), unless there are exceptional reasons why this cannot happen.
- provide up to date contact details/changes to contact details for Parish Clerks and Chairs to Peterborough City Council's Democratic Services team in a timely manner.
- provide up to date registers of interests information for Parish Councillors to Peterborough City Council's Democratic Services team in a timely manner.
- use a variety of appropriate methods to communicate and consult with communities, such as, through setting up group chats using messaging apps, village magazines, noticeboards and flyers.
- raise any issues relating to dissatisfaction with Peterborough City Council's actions, the response to a request for information, or failures to consult, by making a formal complaint through the Parish Liaison Working Group noting that these issues can also be raised with the relevant elected Parish Liaison Member of Peterborough City Council.
- report all non-urgent highway defects via the Peterborough City Council's Portal online reporting system.

- provide the opportunity for Peterborough City Council officers and Members to speak at meetings on matters of mutual interest.

6.0 Consultation and engagement

6.1 Peterborough City Council will:

- engage with the parish sector on key issues that are likely to affect or be of particular interest to their area.
- follow Government practice and allow 12 weeks for consultation and avoid holding consultations throughout August where possible.
- provide the parish sector with sufficient information to enable them to reach an informed view of matters upon which they are being consulted.
- support the engagement process through Peterborough City Council Ward Councillors.
- consult the parish sector in respect of planning, licensing and highways matters.
- take account of the views of the parish sector during the Peterborough City Council budget setting process, providing information in a timely manner.
- provide briefing or training sessions to the parish sector on complex consultation issues and where capacity allows.
- provide feedback to the parish sector on the results of consultations.
- use plain English and keep information jargon free when consulting with the parish sector.
- offer information in different formats where that is appropriate.

6.2 The parish sector will:

- provide a representative at Peterborough City Council engagement meetings, whenever practicable to do so.
- recognise the strategic and statutory role of Peterborough City Council in tackling issues that look beyond individual parish boundaries.
- respond within consultation deadlines set by Peterborough City Council, unless otherwise agreed, such as by considering having an extraordinary meeting to meet the deadline.
- work with Peterborough City Council to seek mutually acceptable solutions to issues.

7.0 Finance

7.1 Financial arrangements will be informed by the overarching principles of fairness, efficiency and transparency.

7.2 Peterborough City Council will:

- consult the parish sector on proposed changes to service provision and on budget implications in a timely manner.
- provide information in a timely manner, such as the tax base, to support and assist the parish sector in determining their precepts.
- pay the precept to the parish sector in two equal instalments, on the last working day of April and last working day of September (any precept under £5,000 would be paid in one instalment at the end of April).

7.3 The parish sector will:

- provide precept information by the mutually agreed deadline.

8.0 Local services and assets

8.1 The parish sector is able to provide some local services and organise activities which take place within their area. Many parish sector councils across Peterborough already provide and operate a range of services, including parks, playing fields, cemeteries, closed churchyards, and allotments.

8.2 Peterborough City Council will:

- support the parish sector to maintain their own local services and assets if they wish to, and where it is practicable for them to do so.
- consider, in accordance with relevant legislation, the Council's own policy and procurement arrangements and an assessment of the financial viability, proposals for the transfer of some locally based services and assets to the parish sector. This will exclude decision making on matters such as planning applications and traffic regulation orders and a range of services which the Peterborough City Council are not able to delegate because of their particular statutory nature, such as children's education, social care.

8.3 The parish sector will:

- manage, maintain and resource the provision of local services and facilities to agreed standards, where appropriate in consultation with Peterborough City Council.

8.4 It should be recognised that the above principles are general and there can be local variations.

9.0 Practical support

9.1 Peterborough City Council offers practical support to the parish sector in a number of areas. This will be reviewed and further information provided as services are transformed. Peterborough City Councillors can provide information to the parish sector about issues in their areas and take the views of the local community into account in the decision-making process. They also have locality budgets which allow them to respond to local needs by recommending funding to support specific activities. The following sets out the practical support available to the parish sector at the current time.

9.2 Peterborough City Council will:

- provide a first point of contact when the parishes are developing or refreshing parish plans, through the relevant Peterborough City Council Planning Department.
- consider whether there are areas of a parish plan where it could help the parish sector.
- provide a point of contact for support and possible grant funding opportunities for community-based projects, subject to resources and capacity being available.
- provide the parish sector with advice and guidance to develop a Community Resilience Scheme. This will enable the parish sector to increase their local community's resilience in the first few hours of an incident such as flooding, before the emergency services arrive.

- provide advice, guidance and support to the parish sector on their rights in respect of Community Right to Bid, Community Right to Challenge and the Community Right to Build as set out in the Localism Act.
- offer opportunities for the parish sector to manage some services and assets, including transfer of appropriate budget, where this is cost neutral to Peterborough City Council and there is a sound business case which demonstrates how the parish will manage any future financial risks.

10.0 Next steps - further development, monitoring and review

10.1 As stated previously, this document represents the first stage in the process towards developing a more comprehensive Parish Charter which will include detailed working arrangements between Peterborough City Council and the parish sector in its area. It commits Peterborough City Council to work with the parish sector to agree detailed arrangements regarding specific service areas such as planning, elections, finance, economic development, and so on.

10.2 The implementation of the Charter, and its effectiveness, will be monitored by the Parish Liaison Working Group and the document will be updated as required.

Appendix 1 - Local Council Arrangements

Parish councils are the most local level of government in England. unitary authorities, by contrast, are often referred to in legislation and guidance as ‘principal authorities’. Parish councils are represented by the National Association of Local Councils (NALC), and by county-based associations, like the Cambridgeshire and Peterborough Association of Local Councils (CAPALC).

City councils

In England, a number of parish councils for areas which have been granted city status by royal charter are known as ‘city councils’. Peterborough is one such City. It has no effect on the status or legal powers available to the council.

Smaller parishes (parish meetings)

No part of England is obliged to have a parish council. The Local Government Act 1972 requires a parish meeting to take place in all parishes. A parish meeting is a distinct legal entity from a parish council. It must hold two meetings per year, one of which must take place between 1 March and 1 June (in practice this obligation may be disregarded, and there are few sanctions available if a parish meeting is not held).

There is provision in the Local Government Act 1972 for the dissolution of the council for a small parish. Where a parish has 150 or fewer electors, the parish meeting may apply to the unitary council for the parish council to be abolished. There is also a power for parish council to apply to the unitary authority for two or more parishes to be grouped together under a common parish council, or for existing grouping arrangements to be changed or abandoned.

Clustering and grouped councils

Clustering or grouping arrangements will depend on the objectives of individual parish councils, they work best if parish councils have common interests and are in geographical proximity to each other. They can be simple, informal arrangements or have a more formal structure.

Clustering allows one parish council to carry out tasks and services on behalf of other parishes. It also allows smaller parish councils to make the most of new powers granted in the Localism Act 2011.

Clustering can be beneficial for town and parish councils, it means that:

- there is more capacity for undertaking services and tasks
- there is more shared knowledge and experience
- more of the local communities are looked after
- concerns of several town and parish councils have a louder voice
- there is greater resilience
- there are different funding opportunities due to there being the opportunity to undertake larger projects

Peterborough City Council will work with clustering arrangements where parish councils choose to operate on this basis, however, it is recognised that a ‘one size fits all’ approach is not appropriate and the decision to cluster is at the discretion of the individual parishes.

Parish Council Precepts

Parish councils may raise a 'precept' on the council tax bills produced by their local billing authority (Peterborough City Council). This is essentially a demand for a sum to be collected through the council tax system. Council taxpayers cannot refuse to pay it, and the billing authority cannot refuse to levy it. It is the only source of tax revenue available to parish councils. Parish Councils also have the right to raise a precept.

Appendix 2 – Peterborough Parish Liaison Working Group terms of reference

These arrangements provide the framework for the operation of the Group.

1. Title

The group shall be called the Peterborough Parish Liaison Working Group.

1.1 Background

At the time of writing of this Charter, there are twenty six parishes in Peterborough. The majority of these parishes have a parish council, however, there are also a number of community meetings without a parish council. Further information about the various arrangements is provided in appendix 1 of the Parish Charter.

2. Objectives

The objectives of the group are:

- to monitor the effectiveness of the Peterborough City Council’s Parish Charter.
- to ensure that the Charter is updated on a regular basis to reflect changes to legislation, contact details, and so on.
- to support the development of working relationships between Peterborough City Council and the parish sector.

3. Peterborough City Council Representatives

- the Peterborough City Council Executive portfolio holder for locality engagement.
- Peterborough City Council Executive members and senior officers relevant to the issues being considered at the meeting (by invitation and as nominated by the Peterborough City Council Executive portfolio holder for locality engagement).

4. Parish Sector Representatives

- each parish council shall appoint a representative to the Parish Liaison Working Group to represent and advocate for all parishes in their geographical area.
- each representative can send a substitute who has been nominated.

5. Chair

Parish Liaison Working Group

- the Group shall be chaired by a parish councillor or parish council clerk.
- the vice chair should also be a parish councillor or clerk

Parish Liaison Meetings

- the meeting shall be chaired by appointed Peterborough City Councillor or substitute.

At the time of writing this charter the appointed Peterborough City Council Councillors are:

Councillor Peter Hiller (Glington & Castor Ward)

6. Meetings of the Group

- meetings of the Group shall take place four times a year

7. Agenda and Minutes

- agendas for meetings shall be circulated at least five working days before meetings and minutes shall be circulated as soon as practical after meetings of the Group.
- preparation and circulation of agendas and minutes shall be undertaken by a Peterborough Parish Liaison Working Group nominated person or group.

8. Peterborough City Council Officers

Peterborough City Council shall arrange the attendance of relevant officers at meetings of the Group (subject to the focus of the meeting and availability).

9. Subgroups

The Group may appoint subgroups to undertake specific tasks and report back to the Group.

10. Peterborough Parish Liaison Working Group Administration.

The daily administration of the Peterborough Parish Liaison Working Group would be undertaken by Good Neighbours Rural Peterborough CIO (Charity Number 1186197) as per the current memorandum of understanding shown in appendix 3 of the parish charter.

Appendix 3 – Peterborough Parish Liaison Working Group Memorandum of Understanding

Peterborough City Council and Good Neighbours Rural Peterborough currently have a memorandum of understanding which allows Good Neighbours Rural Peterborough to provide the daily administration for the Parish Liaison Working Group.

Memorandum of Understanding for Parish Liaison Group

The administrative and management support to the Parish Liaison Group ['the Group'] should enable joint decision making by the Group themselves on all matters relevant to the running of the Group, actions and activities carried out by the Group or their agreed representatives.

- As voted for by the Group on 2 Feb 2022, Good Neighbours Rural Peterborough [GNRP] will provide administrative resource to the Group. This arrangement will be reviewed every 12 months in February each year and the review will be completed within one month or until such time as a majority of the Group agree that the arrangement is no longer in their best interests, whichever is sooner.
- If the Group wish to bring about changes to these arrangements then GNRP will work with them to secure an alternative preferred option.
- PCC will not be financially responsible for the Group and will, therefore, not fund this role nor pay for any costs incurred to maintain this role or the Group.
- The Peterborough City Council Think Communities representative will attend all Group meetings with a commitment to co-ordinate appropriate responses to questions and suggestions in relation to PCC services raised at the meetings. The officer will be responsible for promoting the value of the Group within PCC services and the value of working in collaboration with the Group.
- Should the Group decide to have face-to-face meetings in a central PCC building instead of, for example, rotating around Parish premises, then PCC will provide that meeting space, when available, at no charge.
- GNRP will be responsible for providing the Agenda (set by the Group), Minutes of meetings and forward meeting dates which PCC Democratic services will publish on the PCC website along with meeting dates in the PCC meetings calendar. GNRP will also share minutes of the meetings by email with the Clerk, Chair and Vice-Chair (minimum) of all parish councils (and any other members of the Group) within 7 working days of the meeting or as soon after as practicable.
- Where the Agenda proposes to include a PCC Service agenda item, PCC will endeavour to find the best representative of the service to attend
- GNRP, on behalf of the Group, will strongly recommend each Parish Council to nominate a representative (councillor or clerk) to attend Liaison meetings on their behalf and to report back to their Parish Council as a standard agenda item at each meeting.
- The Annual Parish Conference will be developed in collaboration with PCC and a sub working group with representatives agreed by the Group. PCC will not contribute funding to the annual conference but may offer assistance in kind as available (e.g. Free use of venues, officer support etc)
- If mandated by PCC and the Group to do so, GNRP will collaborate with Group members and PCC to refresh the Parish Charter and the Rural Vision or to draft alternative terms of reference as required.
- The terms of reference, remit and membership of any sub-working Group(s) will be agreed by the Group. This might include delegated authority for planning the annual conference, for developing and coordinating an annual action plan or for setting forward Agendas.

· Where a Ward is not Parished then the Group must agree by majority as to whether the membership of the Group should include other local representative bodies (for example a Neighbourhood Council or other community group), recognising that this would mean that the PCLG would no longer be a dedicated Parish Council Liaison Group. Decisions would need to be taken on the basis of a group's status – does it have a constitution - and standing within its community.

29/3/2022

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