

**Worth Parish Council**  
**[Crawley Down/Copthorne] Working Party**  
**Terms of Reference**

This Working Party is formed under the guidance of the Worth Parish Council Working Party General Terms of Reference, and reports to the Finance & General Purposes Committee

**PURPOSE:**

The Working Party will create and promote a Vision for changes to Infrastructure and Amenities in [Crawley Down/Copthorne] that can be delivered by the Parish Council to provide a better quality of life for its residents. It will ensure that local residents' aspirations are fed into the Council's Management and Committee structure for discussion and prioritisation.

**MEMBERSHIP:**

- The Working Party shall have membership of any ward councillors plus up to 10 co-opted or invited members consisting of:
  - Consultants/experts
  - Key Stakeholders
  - Invited members of public
- The Leader of the Working Party shall be appointed by the Working Party, either on a rotational or annual basis.

**QUORUM:**

- A quorum will be three Councillors.

**MEETINGS:**

- The Working Party will meet as and when ~~the Leader considers it to be necessary~~.
- Meetings shall be held in a venue in a suitable location and of a suitable size.
- Meetings are not open to the general public.
- A Council Officer will attend each meeting, and will take the notes for that meeting  
OR
- A Council Officer will attend each meeting; it will be agreed which of its members will take the notes, these to be circulated via the office, not via the note taker.
- Whilst Working Party meetings are outside the Council's Standing Orders, professional meeting standards should be observed at all times, alcohol should not be consumed and the distinctions concerning the role of an Officer and Councillor should be maintained. No confidential matters may be discussed at such meetings due to the presence of members of the public
- It is not a requirement that notes or agendas of the Working Party are on the Council's website.

**ACTIVITIES:**

The role of the Working Party is to provide advice, recommendations, and proposals to the Finance & General Purposes Committee in relation to the following activities. It is not a decision-making authority and has no authority to act without authorisation nor to spend money nor to incur any liabilities.

- To act as the Council's first point of contact for identifying ideas to improve all aspects of the village.

- To work on projects that improve the environment in the village and provide prioritised, implementable plans and budgets for such projects.
- To promote such projects in the wider community, thus providing opportunities for understanding and neighbourliness
- To review the “local” Vision document annually to ensure that the projects and initiatives arising from the Working Party are included within and consistent with Worth Parish Council’s overall strategy, vision and plans.
- To encourage individuals and organisations to invest in their neighbourhoods, contributing to their development by volunteering
- To attract business support via sponsorship and other means
- Make recommendations to ensure S106 monies and other grants and funds available are obtained and directed towards projects that have maximum benefit for the village.
- Notes of meetings will be circulated to all Councillors and members when available
- The Working Party will obtain authority from the Finance & General Purposes Committee prior to acting on any advice given to the parent Committee

THESE TERMS OF REFERENCE WERE ADOPTED BY WORTH PARISH COUNCIL ON: 24<sup>th</sup>  
March 2025