

Walford Parish Council

Terms of reference

Safety Working Group

Objectives

- 1) To look at safety issues within the Parish
- 2) To research solutions and acquire costings thereof
- 3) To present solutions to full council and request approval for action

Delegated powers

- 1) None

Structure

- 1) The working group will comprise at least 5 but no more than 8 members 3 of which will be Parish Councillors.
(The quorum will be 3)
- 2) The working group will adopt a co-ordinator and a note taker
- 3) The co-ordinator will decide the timings of meeting dates and agenda.
- 4) The working group will meet when required

Roles and functions

- 1) To look at all safety concerns within the Parish.
- 2) To liaise with relevant authorities to find solutions & costs.
- 3) To report to full council.
- 4) To gain approval of full council.

General

- 1) The working group will abide by Standing Orders and Code of Conduct as adopted by the Parish Council.
- 2) All meetings are open to the public
- 3) The working group has the authority to decide that the subject of any future meeting will be held in closed session and members of the public will be asked to leave.

Document control

Revision number	1.2	Written by	Safety working group
Last approved by the Parish Council	27 February 2020		
Date for next review	October 2020		