



PORTREATH
PARISH COUNCIL

Investment Strategy Working Group Terms of Reference (ToR)

Adopted: **01/06/26**

Terms of Reference (ToR) – Investment Strategy Working Group

The Investment Strategy Working Group has been established by Portreath Parish Council to support the development of a clear, responsible, and forward-looking approach to managing the Council's financial reserves and long-term investments.

The purpose of the Working Group is to research, evaluate, and recommend investment options that balance **financial prudence**, **risk management**, and **community benefit**. The group will ensure that all proposals align with statutory guidance, ethical considerations, and the Council's strategic priorities.

The Working Group holds no decision-making powers. Its role is to provide well-informed recommendations to the Full Council, ensuring transparency, accountability, and sound stewardship of public funds.

Together, we aim to help the Council build a sustainable financial foundation that supports both current operations and future ambitions for the parish.

1. Membership

The Working Group shall consist of a minimum of three representatives of the Council (councillors or officers) appointed by the Full Council.

Membership may include up to ten persons, including community members or external advisers where specialist financial expertise is required.

The term of membership will be for one year, until the next Annual Meeting of the Full Council, or until the completion of the project if time-limited.

The Annual Meeting of the Council may re-confirm the Working Group's membership and Terms of Reference or appoint new members for the forthcoming civic year.

2. Leader

A leader will be appointed by the Parish Council.

The leader will act as the primary point of contact for the Clerk, councillors, and members of the public, and must be a councillor or officer unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council.

Any recommendations must be referred to the Full Council for approval.

No funds may be spent or committed without prior authorisation of the Full Council.

4. Responsibilities and Areas of Operation

The Working Group will:

Research & Analysis

- **Review current reserves** — Analyse the Council's existing reserves, accounts, and financial commitments.

- **Assess investment options** — Examine a range of low-risk and ethical investment opportunities suitable for local authorities.
- **Evaluate risks** — Consider risk levels, liquidity requirements, and statutory guidance.

Strategy Development

- **Draft an Investment Strategy** that aligns with the Council’s financial objectives and legal obligations.
- **Develop criteria** for evaluating investment proposals, including ethical, environmental, and social considerations.
- **Recommend timeframes** for short-, medium-, and long-term investments.

Engagement & Consultation

- **Engage with financial advisers** where specialist input is required.
- **Consult with the community** where appropriate to ensure transparency and public confidence.

Monitoring & Review

- **Monitor investment performance** once approved by Full Council.
- **Review statutory guidance** to ensure ongoing compliance.
- **Recommend adjustments** based on performance and changing circumstances.

Reporting

- Provide regular updates to the Full Council.
- Prepare a written report outlining recommendations, rationale, and supporting evidence.
- Present the final Investment Strategy for approval by the Full Council.

The Working Group will arrange its own meetings and schedule of work at its inaugural meeting.

If the leader is unable to attend a Full Council meeting, they will nominate another member to present the progress report.

5. Meetings of Working Groups

Working Groups are not required to meet in public; Standing Orders do not apply. However, the Council’s Code of Conduct and Financial Regulations apply to all members.

Formal agendas and minutes are not required, though key outcomes must be recorded.

The quorum shall be **three** members.

The Working Group shall report formally to each Full Council meeting and to the Annual Parish Meeting if required.

Frequency of meetings will be as required.

The continuing need for the Working Group will be reviewed at the next Annual Meeting of the Council unless otherwise specified.

6. Members' Conduct

All members must comply with the Council's Code of Conduct and uphold the principles of the Civility & Respect Pledge.

7. Review

Date	Recommendation / Amendment / Changes	Approved by Full Council	Sign