



PORTREATH
PARISH COUNCIL

Neighbourhood Priorities Statement Working Group

Terms of Reference (TOR)

Adopted by Full Council: 07/09/26

1. Purpose and Status

The Neighbourhood Priorities Statement Working Group has been established by Portreath Parish Council to support the Council in the preparation of a Neighbourhood Priorities Statement (NPS) for the Parish.

The Working Group is established as a Working Group of Portreath Parish Council and operates under the authority and direction of the Full Council.

Its purpose is to assist the Council by:

- researching and gathering evidence about the needs, issues, opportunities and aspirations of the Parish;
- facilitating appropriate community engagement and gathering views from residents, businesses, organisations and other relevant stakeholders;
- considering the evidence and views gathered;
- developing proposals and recommendations for consideration by the Parish Council; and
- assisting in the preparation of a draft Neighbourhood Priorities Statement for consideration and approval by Full Council.

The Working Group does not have independent status and does not have authority to make decisions on behalf of Portreath Parish Council.

The Parish Council retains overall responsibility for the project, its scope, governance, consultation process, expenditure, communications and the final content and submission of the Neighbourhood Priorities Statement.

2. Objectives

The Working Group will seek to support a process which:

- reflects the views and aspirations of the local community;
- is inclusive and provides reasonable opportunities for residents and relevant organisations to contribute;
- is based on appropriate evidence and information;
- identifies local priorities relevant to future planning and development;
- considers the needs of different groups within the Parish;
- complements the existing Portreath Neighbourhood Development Plan and other relevant local strategies and policies; and
- produces a clear and evidence-based draft Neighbourhood Priorities Statement for consideration by Full Council.

3. Membership

The Working Group shall comprise:

a) Parish Councillors

A minimum of three Parish Councillors appointed by Full Council.

b) Community Representatives

Full Council may appoint community representatives or volunteers to the Working Group where their knowledge, experience or contribution would assist the project.

c) Officers

The Parish Clerk, or another Council officer nominated by the Clerk, will make up part of the working group.

d) Co-opted advisers

Where specialist knowledge is required, the Working Group may recommend to Full Council that an individual or representative of an organisation be invited to contribute in an advisory capacity.

The appointment of all Working Group members and any changes to membership shall be approved by Full Council.

The Working Group should remain structured so that Parish Councillors retain effective oversight and control of the project.

4. Chair

The Chair of the Working Group shall be appointed by Full Council and shall be a serving Parish Councillor.

A Vice-Chair may be appointed by Full Council or by the Working Group from the full membership of the working group.

The Chair will:

- provide leadership to the Working Group;
- ensure that the Working Group operates within these Terms of Reference;
- ensure that recommendations and outputs are properly presented to Full Council;
- and
- act as the principal elected representative of the Working Group.
- The Chair does not have authority to make decisions on behalf of the Parish Council unless that authority has been separately delegated by Full Council.

All members of the Working Group, including community representatives and volunteers, shall be required to acknowledge and comply with the Parish Council's applicable policies, procedures and governance requirements as a condition of their membership.

5. Powers and Limitations

The Working Group has **no delegated decision-making powers** unless specifically granted by Full Council.

All members of the Working Group, including Parish Councillors, community representatives and volunteers, are required to comply with the policies, procedures and governance arrangements of Portreath Parish Council insofar as they apply to their role within the Working Group.

This includes, but is not limited to:

- the Council's **Financial Regulations**;
- the Council's **Code of Conduct**;
- The Council's commitment to the **Civility & Respect Pledge**
- the Council's **Data Protection and GDPR requirements**;
- the Council's **Standing Orders**, where applicable;
- the Council's **Equality, Diversity and Inclusion requirements**;
- the Council's **Health and Safety policies and procedures**; and

Members must not use information obtained through their membership of the Working Group for purposes outside the agreed work of the Working Group and must handle personal or confidential information in accordance with the Council's data protection requirements.

The Working Group may:

- research and review information;
- develop proposals;
- seek views and undertake engagement activities which have been agreed within the Council's approved approach;
- invite individuals or organisations to contribute to its work;
- make recommendations to Full Council; and
- prepare draft documents for consideration by Full Council.

The Working Group may not:

- make decisions on behalf of the Parish Council;
- commit the Parish Council to expenditure;
- enter into contracts or agreements on behalf of the Parish Council;
- make formal representations on behalf of the Parish Council unless authorised to do so;
- issue statements or communications purporting to represent the formal position of the Parish Council;
- alter the scope or objectives of the NPS project;
- approve the final NPS; or
- amend these Terms of Reference.

All recommendations requiring a decision shall be referred to Full Council or the appropriate Council committee.

No expenditure may be incurred or committed without prior authorisation in accordance with the Council's Financial Regulations and any relevant delegated authority.

6. Role of Community Volunteers

Community representatives and volunteers are valued contributors to the NPS process and will be encouraged to bring local knowledge, ideas, research and community perspectives to the Working Group.

Volunteers may assist with:

- identifying local issues and priorities;
- gathering information and evidence;

- identifying relevant local organisations, businesses and community groups;
- supporting agreed community engagement activities;
- helping to analyse feedback;
- identifying opportunities and potential projects; and
- contributing to draft recommendations for consideration by the Working Group.

Participation as a volunteer or community representative does not confer authority to speak or act on behalf of Portreath Parish Council.

Where volunteers undertake engagement or research on behalf of the Working Group, the scope and method of that work should be agreed by the Working Group in advance and, where appropriate, by Full Council.

7. Responsibilities and Areas of Operation

The Working Group will:

a) Project Planning

- Develop a proposed programme of work for consideration by Full Council.
- Identify key stages, information requirements and timescales.
- Identify any resources or expenditure required.

b) Evidence Gathering

- Review existing information relating to the Parish.
- Identify gaps in the evidence base.
- Gather relevant local evidence, statistics, research and community information.
- Consider relevant planning documents, strategies and policies.

c) Community Engagement

- Develop proposals for appropriate community engagement.
- Seek the views of residents, businesses, community organisations, landowners and other relevant stakeholders.
- Ensure that engagement seeks to reflect a broad range of views and interests.
- Record and summarise feedback received.

Any significant public consultation or engagement exercise undertaken in the name of Portreath Parish Council shall be approved through the appropriate Council process before commencement.

d) Analysis and Priorities

- Consider the evidence and feedback gathered.
- Identify recurring themes, issues, opportunities and priorities.
- Consider how identified priorities relate to planning, development and the future needs of the Parish.
- Develop draft recommendations for consideration by Full Council.

e) Draft Neighbourhood Priorities Statement

- Assist in preparing a draft NPS.
- Ensure that the draft is supported by appropriate evidence.

- Identify areas where further information or consultation may be required.
- Present the draft to Full Council for consideration.

f) External Liaison

The Working Group may identify relevant organisations, businesses, landowners, public bodies and community groups whose views or expertise may assist the project.

Where members of the Working Group make contact in their capacity as Working Group members, they should make clear that they are contributing to the Council's evidence-gathering process and do not have authority to make commitments on behalf of the Council.

g) Meetings and Reports

The working group is responsible for preparing all agendas, minutes, notes and reports. This is not the responsibility of council officers.

8. Reporting to Full Council

The Working Group shall report regularly to Full Council.

Reports should include, where appropriate:

- progress against the agreed work programme;
- evidence and information gathered;
- community engagement undertaken;
- key issues and themes identified;
- recommendations requiring Council consideration;
- proposed future activities; and
- any expenditure or resources required.

The Working Group shall not regard a recommendation as approved until it has been formally considered and approved by the appropriate Council body.

The final draft Neighbourhood Priorities Statement shall be submitted to Full Council for consideration and approval.

9. Officer Support

The Parish Clerk will provide appropriate officer support to the Working Group, including (but not limited to):

- advising on governance and procedural matters;
- advising on financial and procurement requirements;
- ensuring that Council decisions and approvals are properly recorded; and
- supporting communications and publication where required.

The Clerk may advise the Working Group where a proposed action falls outside its authority or may require prior approval by Full Council.

Councill Officers will not be preparing meeting agendas and keeping notes of such meetings.

10. Meetings

The Working Group will meet as required to fulfil its agreed programme of work.

Meetings may be held at the Portreath Parish Office & Community Hub or by electronic means where appropriate.

The Working Group is not a committee of the Council and is not required to conduct its meetings in public unless Full Council determines otherwise.

The Council's Code of Conduct, Financial Regulations and relevant Council policies apply to all members of the Working Group.

11. Quorum

The quorum shall be three members, of whom at least two must be representatives of the Parish Council.

If a meeting is not quorate, no recommendations or decisions may be made by the Working Group.

12. Records and Transparency

Key outcomes, actions and recommendations arising from Working Group meetings shall be recorded.

The W/G shall be responsible for compiling reports and shall provide these to the clerk for disseminating to full council

The Working Group shall provide appropriate information to the Clerk for inclusion in reports to Full Council.

Documents produced as part of the project shall be retained in accordance with the Council's document retention and information governance arrangements.

Where appropriate, information about the progress of the NPS project will be made available to the public through the Parish Council's established communication channels.

13. Communications

The Parish Council's existing communication arrangements shall be used for formal Council communications relating to the NPS.

No member of the Working Group may establish a separate website, social media account, mailing list or other communication channel purporting to represent Portreath Parish Council without prior approval from the Council.

Where community engagement is undertaken by volunteers, materials and messaging should be agreed in advance where they are being undertaken on behalf of the Working Group or Parish Council.

14. Conflicts of Interest

All members of the Working Group must declare any relevant interests in accordance with the Council's Code of Conduct and applicable Council procedures.

Members should also declare any personal, organisational or other interests which could reasonably be perceived as influencing their contribution to a particular issue.

15. Finance

The Working Group has no independent budget unless one is specifically approved by Full Council.

Any expenditure associated with the NPS project must be authorised in accordance with the Council's Financial Regulations and Scheme of Delegation.

The Working Group may identify potential funding opportunities but may not submit a funding application, accept funding or enter into any funding agreement on behalf of the Parish Council without appropriate Council authority.

16. Working Groups and Task Groups

The Working Group may recommend that specific task groups or smaller groups be established to investigate particular issues or undertake defined pieces of research.

Any such group must:

- have a clearly defined purpose;
- have an identified lead;
- operate within a defined timescale;
- work within these Terms of Reference;
- have no independent decision-making authority; and
- report its findings to the Neighbourhood Priorities Statement Working Group.

The creation of any task group which would involve expenditure, formal representation of the Council or significant public consultation shall require appropriate approval before it commences.

17. Membership Term

Membership shall normally run from the date of appointment until the next Annual Meeting of the Parish Council.

Full Council may reappoint members for a further period or amend the membership at any time.

Community representatives and volunteers may be removed from the Working Group by Full Council where their continued membership is no longer considered appropriate or beneficial to the project.

18. Review and Completion

The Terms of Reference shall be reviewed by Full Council as required and, at minimum, at the Annual Meeting following establishment of the Working Group.

The continuing need for the Working Group shall be reviewed by Full Council.

The Working Group shall cease to operate when Full Council determines that its work is complete or that it is no longer required.

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