



Stanway

Parish Council

TERMS OF REFERENCE

COMMUNITY SERVICES EVENT WORKING GROUP

Working groups or 'task-and-finish' groups are set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working group cannot make a decision on behalf of the council but can explore options and present these to the relevant committee for any necessary decisions. Operating procedures will be as follows:

- No delegated authority or decision-making power.
- Not subject to LGA 1972 requirements – can expediate action.
- No Agendas or Minutes, just a record of action points.
- Clear setting of the task and scope for the WG
- Appoint Lead and members of WG – to research, investigate, consider.
- Can meet anytime, by any means.
- WG reports monthly to committee with a final report/recommendation/event as closure of WG.
- Clear time frame for WG - should not last longer than 6 months or there is a known end date.

Membership: Ruth Botha (Lead councillor)

Janice Bowdery (local Stanway resident)

Wendy Pagden (Foodbank)

Jo Jeffrey/Claire Arculus (Pioneer job share)

Catherine Clouston (Deputy Clerk)

(Private contact details sent separately).

Event: to host a public event to bring together various agencies for a short presentation of the services they can offer and then opportunity for attendees to approach each agency for more information, with the hope that if successful it can be launched as a regular event.

Date of event: Tuesday 21st September 1.00-5.00pm.

Venue: Victory Hall, Villa Road



Stanway

Parish Council

Proposed agencies: Essex Family and Child Welfare Agency

Colchester Foodbank

Stanway Community Police – domestic abuse/fraud and scams

Children and Family Pioneers

StanWell Hub (Stanway Wellbeing community support group)

Advertising/marketing: utilise and harness all platforms offered by the agencies involved, plus SPC FB, website and noticeboards.