

North Yorkshire Parish Charter Review Group Terms of reference

These arrangements provide the framework for the operation of the Group.

1. Title

The group shall be called the North Yorkshire Parish Charter Review Group.

1.1 Background

At the time of writing of this Charter, there are 729 Parishes in North Yorkshire. The majority of these Parishes have a Parish council, however, there are also a number of Parish Meetings without a Parish council. In some areas small Parishes may work together with neighbouring Parishes to run a grouped, joint or common Parish council. Further information about the various arrangements is provided in Appendix 1 of the Parish Charter.

2. Objectives

The objectives of the group are:

- to monitor the effectiveness of the North Yorkshire Parish Charter
- to ensure that the Charter is updated on a regular basis to reflect changes to legislation, contact details, and so on
- to support the development of working relationships between North Yorkshire Council and the Parish Sector

3. North Yorkshire Council representatives

- the North Yorkshire Council Executive Member for Corporate Services portfolio holder for locality engagement
- North Yorkshire Council Executive members and senior officers relevant to the issues being considered at the meeting (by invitation and as nominated by the North Yorkshire Council Executive portfolio holder for locality engagement)

4. Parish sector representatives

- each North Yorkshire branch of the Yorkshire Locals Councils Associations (YLCA) shall appoint a representative to the Group to represent and advocate for all Parishes in their geographical area (rather than representing their particular YLCA branch or the YLCA itself)
- each representative can send a substitute who has been nominated

5. Chair

- North Yorkshire Council Executive Member for Corporate Services or their nominee
- the Vice Chair should be one of the Parish representatives

6. Yorkshire Local Councils Associations and Society of Local Council Clerks

- a representative of Yorkshire Local Councils Associations and Society of Local Council Clerks shall be entitled to attend meetings of the group

7. Meetings of the group

- meetings of the group shall take place twice a year

8. Agenda and minutes

- agendas for meetings shall be circulated at least five working days before meetings and minutes shall be circulated as soon as practical after meetings of the group
- preparation and circulation of agendas and minutes shall be undertaken by a North Yorkshire Council Officer

9. North Yorkshire Council Officers

North Yorkshire Council shall arrange the attendance of relevant officers at meetings of the Group (subject to the focus of the meeting and availability).

10. Subgroups

The group may appoint subgroups to undertake specific tasks and report back to the Group.

11. Review of arrangements

These arrangements can be reviewed as required.