



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue
Bracklesham Bay, East Wittering, PO20 8HU
Telephone: 01243 673588

enquiries@eastwitteringbrackleshampc.org.uk

VAT reg. no. 135837105

BUSINESS PLAN WORKING GROUP TERMS OF REFERENCE

1. The Business Plan Working Group is constituted as a Working Group of East Wittering and Bracklesham Parish Council.
2. The Working Group composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum
3. Members from outside bodies may be invited to join the Working Group.
4. Membership of the Business Plan Working Group shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Business Plan Working Group shall be administered and managed in accordance with these Terms of Reference.
7. The Business Plan Working Group shall meet at least three times a year.
8. The objective of the Business Plan Working Group shall be:
 - a. To develop a comprehensive and strategic Business Plan for the effective management and development of the Parish.
 - b. Identify current and future needs of the community.
 - c. Assessing existing Parish assets, resources and infrastructure.
 - d. Developing short-term and long-term goals for the Parish.
 - e. Identifying potential; revenue streams and financial sustainability.
 - f. Exploring opportunities for community engagement and collaboration.
9. The Business Plan Working Group shall have delegated powers-
 - To prepare project proposals for approval in the annual budget at the November Parish Council meeting that deliver the Parish Councils specified Business Plan.
 - To make project and proposal recommendations to Council for consideration and approval throughout the year.
10. The Business Plan Working Group may appoint appropriate sub-groups to facilitate the work of the Group.
11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
12. Notes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.