

TERMS OF REFERENCE

Station Working Group, Cholsey Parish Council

Document History

Version	Date	Details
1	17/04/2024	Approved at Full Council meeting

1. Working Group remit

To investigate and pursue the initiation of improvements to Cholsey Station, including but not limited to improved platform accessibility.

To liaise and engage with key stakeholders as required.

To engage with residents, including conducting consultations as required.

To co-opt non-Councillor members to the Working Group whose presence would assist the Working Group.

To regularly report back and make recommendations to full Council as requested.

2. Appointment of Members

The Working Group will be comprised of at least three Councillor members, who are appointed by the full Council, with a quorum of two Councillor members. The Council will appoint one of the elected members to be the Working Group's Chair.

The Working group may co-opt non-Councillor members whose presence would assist the Working Group. Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Cholsey.

The Working Group Chair may also invite appropriate experts and interested parties to Working Group meetings to advise the Working Group. Such invited participants will have the freedom to participate in the meeting but not to vote on decisions.

3. Duties and scope of responsibilities

- The Working Group Chair will be responsible for calling meetings and ensuring that meeting notes are kept.
- Councillor members of the Working Group will ensure that progress reports are made to full Council as requested.
- The Working Group has no power to authorise expenditure on behalf of the Council.
- The Working Group has no powers to alter or temporarily suspend this Terms of Reference document without full Council approval.
- All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

4. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 17th April 2024 and shall be reviewed at least annually, or sooner should legislation dictate.

Signed by

Cllr Lis Nixon

Chair of Cholsey Parish Council