

## **TERMS OF REFERENCE FOR THE FOSSE VILLAGES NEIGHBOURHOOD PLAN (FVNP) REPRESENTATIVES**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

### **1. Appointment of the FVNP representatives**

- a. Two representatives will be appointed to represent the Parish Council at the FVNP board. The representatives shall to be confirmed every year at the Annual Parish Council meeting.
- b. Any changes in representation following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.

### **2. Powers of the FVNP representatives**

- a. The representatives will make recommendations to the Parish Council on all substantive matters relating to the FVNP.

### **3. Responsibilities and Areas of Operation of the FVNP representatives**

- a. To attend meetings of the FVNP board.
- b. To report to the Parish Council with recommendations as to future action.
- c. To agree timescale for process.
- d. To facilitate the engagement of as many of the community and key stakeholders as possible in the process, by encouraging participation and the submission of views and ideas.
- e. To liaise as appropriate with neighbouring councils (parish, borough and county).