



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

Non-Councillors Attending Meetings to Represent the Council

This policy has been written as a guideline for those Non-Councillors who are attending various meetings to represent the Council on certain projects.

Committee Meetings (Finance Committee must be Councillors only)

The purpose of these meetings is to make appropriate decisions and are therefore formal occasions.

There is usually a budget but only Councillors can vote save in four cases:

1. The management of land
2. Harbour functions if the Council is a harbour authority
3. Tourism functions
4. Management of a festival

The Council will schedule these meetings, book the meeting rooms, and advise those attending when they will take place.

A Non-Councillor member of a Committee must agree to the following: -

- Apologies need to be sent to the Clerk prior to the meeting
- When wishing to speak please raise your hand and address the Chair
- The Chair ensures flow of the meeting and keeps order
- If you need to leave a meeting midway through you should forewarn the Chair beforehand
- Sign the "Attendance Register" proving attendance.

Working Groups

- There is no budget, and no decisions can be made by a working group, only recommendations to the relevant Committee or full Council.
- Any recommendations arising from these meetings will be made to the relevant Committee or full Council as written papers. Papers must be submitted to the Clerk 5 working days before the meeting for inclusion on the agenda.
- Working Groups may be long term or task and finish
- Working Groups are informal meetings so may not have an agenda, minutes, terms of reference or a Chair



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

Neighbourhood Plan Steering Group

The WPC Steering Group is a Working Group as it does not have enough Councillors to be a Committee (under the advice of the consultant – max 2 Cllrs).

- The process is led by the Parish Council as the relevant Local Authority
- The Group is supported by impartial consultants who are here to deliver a plan that works for the community and meets legislative requirements. The Council have resolved to accept the consultants' quote
- All recommendations outside of the consultant's quote and under £500 must be put forward to the Clerk for approval. Those over £500 must be put forward to the Planning Committee via the Clerk five working days before a meeting to ensure time to add the time to the agenda.
- Any minutes of meetings will be forwarded by the Chair to the Parish Council for filing.
- These Steering Groups/Working Groups are usually part funded by grants and further costs will be met by the Parish Council.
- If leaflets need to be handed out the SG/WG must make sure that they have agreement from the owner of the premises to do so.

In all cases, those representing the Parish Council must uphold high standards of behaviour and consider the reputation of the Parish Council before taking any actions.

Document History

Drafted by Parish Clerk	27/03/2017	(version 1)
Approved and Adopted by Parish Council	04/04/2017	(version 1)
Reviewed by Parish Council	06/02/2018	(version 1)
Reviewed by Parish Council	07/01/2020	(version 1)
Reviewed by Parish Council	01/03/2022	(version 2)