

PILTON PARISH COUNCIL

HOUSING WORKING GROUP

TERMS OF REFERENCE

OBJECTIVES:

- 1.1 The Housing Working Group (HWG) is a task and finish working group of Pilton Parish Council, the objective of which is to gain a full understanding of the allocation processes for the affordable housing at Oathill Cottages, John Burns Cottages, Margaret Bondfield Close and Athelstans Meadow, Pilton.
- 1.2 In order to fulfil the above objective, the HWG will research the current allocation procedures and will provide a factual report to Pilton Parish Council.

MEMBERS:

- 1.3 Councillor members: At least one Parish Councillor is appointed by Pilton Full Council and thereafter at the Annual Parish Council Meeting until such time as the HWG ceases.
- 1.4 Members of the public may be invited to join the HWG at any time to be appointed by the Pilton Parish Council and thereafter at the Annual Full Council meeting until such time as the HWG ceases.

QUORUM:

- 1.5 A quorum will consist of three members of the HWG.

VOTING:

- 1.6 The HWG is a non-decision making body, however voting will be by show of hands and decisions, in accordance with its objectives, will be made by a majority of those appointed members present and voting at the meeting to refer proposals to Pilton Full Council for approval.

CHAIRPERSON:

- 1.7 The Chairperson of the HWG is to be elected at the first meeting and thereafter at the first meeting after each Annual Council Meeting.

REPORTS:

- 1.8 Formal minutes are not required of HWG meetings, but notes should be taken and forwarded to the Parish Clerk.

OPEN MEETINGS:

- 1.9 All meetings of the HWG will be open to members of the public to attend, although only those members appointed to the HWG may vote at meetings.