

Freshwater Parish Council

Moa Place Toilet Refurbishment Working Group

Terms of Reference 2026



Objective:

The Moa Place Toilet Refurbishment Working Group ("the Working Group") is established by Freshwater Parish Council ("the Council") to explore, develop, and deliver proposals for a refurbishment of the public toilets at Moa Place. The group will predominately act in an advisory capacity, making recommendations to the Council for formal decisions except in the circumstances details below.

Membership:

Membership will be agreed by the Council and may include:

- Parish Councillors (minimum of 3)
- Relevant officers or advisors (non-voting)

Chair:

- A chair will be appointed by the group at its first meeting of the year.
- If the chair is unable to attend any scheduled meetings, it is their responsibility to appoint a vice chair for that meeting only, which must be a Councillor already on the committee.

Voting rights – Only Parish Councillors will have voting rights on any matter.

Quorum:

The quorum of the committee is 3, of which, 2 must be Freshwater Parish Council Councillors.

In Attendance:

The Clerk and/or a delegated member of staff will attend relevant meetings.

Meetings:

Dates of meetings will usually be agreed at the meetings of the working group.

Admission of the Public and Press:

The meetings will normally not be open to the public or press.

Minutes/Reports:

Minutes of all meetings will be recorded by an officer, circulated to working group members with clear assigned task and reported to Full Council.

Approved: 1st September 2026

Roles and Responsibilities:

Chair:

- Lead meetings and ensure orderly conduct.
- Act as primary liaison with the Council.
- Ensure progress against project deadlines.

Members:

- Attend meetings and contribute constructively.
- Represent community perspectives where appropriate.
- Undertake agreed tasks between meetings.

Clerk/Officer Support:

- Provide administrative support, including, but not limited to, agendas and minutes.

Delegated Authority:

The Working Group may:

- Gather information and evidence to inform recommendations.
- Engage with the public through consultations, surveys, and meetings.
- Liaise with external organisations (e.g. designers, contractors).
- Provide cost estimates and budget recommendations.
- Present a project delivery plan, including timelines and risk assessment.

The Working Group may not:

- Make binding decisions on behalf of the Council.
- Commit Council fund without prior approval.
- Enter into contracts or agreements without prior approval.