

**HUNDLEBY PARISH COUNCIL
PARISH ROOMS WORKING PARTY (PRWP)
TERMS OF REFERENCE**

Adopted - May 2022

Reviewed – May 2026

Next review - May 2027

1. Purpose of PRWP

- a. to propose options to Hundleby Parish Council
- b. to preserve the Parish Rooms considering heritage projects
- c. to implement actions agreed by Hundleby Parish Council
- d. to identify opportunities for a future new community building
- e. to identify funding streams

2. Membership

- a. 2 named Councillors, 4 Hundleby residents and to invite other Councillors, people or organisations as required.
- b. To appoint a Chair from PRWP Councillors.
- c. Quorum of 2 Councillors at a PRWP meeting

PRWP membership to end on completion of the project.

3. Accountability

To Hundleby Parish Council

4. Working Methods

- a. To hold meetings as required and delegate tasks for action.
- b. Take notes and distribute to PRWP, all councillors and the Clerk.
- c. The Clerk to add to Hundleby Parish Council website.
- d. To plan, implement and review actions agreed by Hundleby Parish Council.
- e. To organise fund raising opportunities

11th May 2026