Adopted - May 2022

Reviewed – May 2024

Next review - May 2025

**Terms of Reference**

**Parish Rooms Working Party PRWP**

**Purpose of PRWP**

* to propose options to Hundleby Parish Council
* to preserve the Parish Rooms considering heritage projects
* to implement actions agreed by Hundleby Parish Council
* to identify opportunities for a future new community building

**Membership**

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

PRWP membership to end on completion of the project.

**Accountability**

* To Hundleby Parish Council

**Working Methods**

* To hold meetings as required and delegate tasks for action.
* Take notes and distribute to PRWP, all councillors and the Clerk.
* The Clerk to add to Hundleby Parish Council website.
* To plan, implement and review actions agreed by Hundleby Parish Council.