

Houghton Parish Council River Pollution Working Group

Terms of Reference

Name

1. The name of the group is the River Pollution Working Group.
2. The working group will be dissolved once Houghton Parish Council is satisfied there is no longer a need for the group.

Objectives

3. To investigate and advise the Parish Council on potential measures to monitor pollution in the river through the parish for the benefit of the inhabitants of the Parish of Houghton.
4. To investigate and advise the Parish Council on working with other parishes along the course of the river.
5. To investigate and advise the Parish Council on engaging with other organisations/businesses in relation to river pollution.
6. To research engagement of suitable consultants and advisors, if required and considered appropriate, to make recommendations, provide advice and/or for production of reports for monitoring devices, or any other equipment considered necessary.
7. To provide the Parish Council with draft community engagement surveys if and when required.
8. To investigate appropriate funding streams available to the Parish Council, if required.
9. To provide a specification of works for projects, if considered necessary, to enable the Parish Council to obtain suitable quotations.
10. The Working Group shall not:
 - a) Make any commitment of funds or make any expenditure on behalf of the Parish Council.
 - b) Let or sublet in whole or part any devices owned by the Parish Council on a permanent or semi-permanent basis. Any purchased devices remain in the ownership of the Parish Council and as such are maintained by the Parish Council, identified in the Register of Assets and included in the Parish Council insurance cover.

Structure

11. Meetings and Membership

- a) Houghton Parish Council will appoint 3 Councillors to the group. Appointment of Councillors shall be made annually by the Parish Council whilst the working group remains in existence.
- b) Councillors and non-councillors may be members of the working group.
- c) The members shall elect from among themselves a Chairman each year who must be a Parish Councillor.
- d) All members shall have equal voting rights for recommendations to put forward to the Parish Council. The Chairman shall have a casting vote.
- e) Meetings shall be held as and when agreed by the working group but at least 3 times a year. A written update on the working group shall be provided for each bi-monthly Parish Council meeting.

Adopted by Houghton Parish Council: Minute Item 9a, 4th July 2023