



**ST CUTHBERT (OUT) PARISH COUNCIL**  
c/o Wells Town Hall, Market Place, Wells, Somerset BA5 2RB  
E-mail: [parishclerk@stcuthbertout-pc.gov.uk](mailto:parishclerk@stcuthbertout-pc.gov.uk)  
Tel: 07496 198032

Adopted: by SCOPC 15/05/19  
Last Review Date: 27/02/19, 05/05/21, 03/05/23, 14/10/24  
Approved Full Council 28 October 2024  
Next Review Date: May 2026

## **ASSET & SERVICE DEVOLUTION WORKING GROUP**

### **TERMS OF REFERENCE**

#### **1 BACKGROUND**

The Asset & Service Devolution Working Group (A&SDWG) has been established by St Cuthbert (Out) Parish Council (SCO PC) to progress, prepare and negotiate the Devolution Agenda with Somerset Council (SC). Full Council remain responsible as the key decision makers. Both the Asset Management & Finance & Scrutiny Committees are to be informed, and proposals recommended, in good time of any matters relevant to their remits.

#### **2 RESPONSIBILITIES**

The A&SDWG is a working group tasked with researching, planning, recommending and actioning programmes involving devolved responsibilities. It c/should also negotiate and liaise where appropriate with Somerset Council. Recommendations to the Full Council will be provided, as appropriate.

The group will undertake the following, subject to the approval of the Full Council:

1. Plan and implement for the waste collection and Enhanced Highway Maintenance devolution programmes of Somerset Council. Other devolved schemes will be considered as they arise.
2. Ensure that any proposals or plans conform to national and local policies and law.
3. Provide an update for each Full Council meeting, and for that update to be minuted and required resolutions identified clearly on agendas
4. To ensure that all plans and proposals are sustainable and within the capacity of the parish council staff and councillors.
5. Work with, recruit or seek advice from third parties as required.
6. Report to the Finance & Scrutiny Committee on 6<sup>th</sup> November and 4<sup>th</sup> December regarding the expected impacts on Precept, in year budget position or capital and borrowed expenditure.
7. Ensure that any plans and ensuing decisions are taken in the interests of residents across the parish
8. Liaise with neighbouring parishes where appropriate?

#### **3. MEMBERSHIP**

The Working Group will consist of 8 serving members of the Parish Council.

The Chair of the Working Group will be determined based on attendance. The Chair is to be elected at the first meeting after the working group's appointment by Full Council. A Vice-chair is to be elected as required in the absence of the Chair.

The list of members at 9<sup>th</sup> September 2024 is as follows:

**Cllr M Cooke; Cllr T Hathway; Cllr I Humphreys; Cllr S Johns; Cllr M Mitchell; Cllr G Pettitt;  
Cllr J Reeves; Cllr J Zorab**

The Working Group will seek involvement by members of the community if and where appropriate, and by co-option.

#### **4. MEETINGS**

The Working Group will arrange its own meeting schedule. Meetings will be online and in person if necessary and notes produced for transparency. (Meeting agenda and meeting notes will be published online.)

The Working Group will initially have a lifespan from September 2024 to April 2025. Thereafter, it will either be stood down or continue to plan for further devolved matters. Membership & status of the group should be reviewed at Full Council on 22<sup>nd</sup> April 2025.

The Working Group may invite individuals or organisations to attend meetings to give advice on any relevant topic. The Clerk will attend Working Group meetings; other clerks are welcome to join.

#### **5. VOTING**

Voting will be by majority. The Chair will have the casting vote in the event of no majority. Quorum for the meeting will be 3 serving councillors. Attending Members of the Public will not have a vote.

#### **6. DECLARATIONS OF INTEREST**

Declarations of interest should be expressed to the chair at the start of each meeting, in accordance with due Council process.

#### **7. REVIEWING THE TERMS OF REFERENCE AND ADOPTION**

Full Council will be responsible for agreeing the Terms of Reference and any relevant amendments to them and the Terms of Reference will be reviewed periodically.