

**FOXTON PARISH COUNCIL
SECTION 106 WORKING PARTY
TERMS OF REFERENCE**

1. Purpose

The Foxtton Parish Council Section 106 Working Party ('the Working Party') has been set up to manage the spend of Section 106 funds held by Foxtton Parish Council.

2. Remit

The Working Party will:

- assess all ideas and proposals in line with agreed criteria
- take a holistic and strategic view of the needs of the village, including those identified by the Foxtton Neighbourhood Plan;
- ensure all proposals comply with S106 regulations;
- be responsible for preparing fully costed proposals in collaboration with stakeholders;
- ensure funds are spent within the 10 year time limits; and
- report monthly to the Parish Council.

The Working Party may make recommendations or proposals but will not have any decision-making or spending powers.

3. Membership

Membership is comprised of Parish Councillors. Attendance by stakeholders and representatives of other organisations will be considered as appropriate to facilitate the function of the Working Party, and will be by invitation only.

4. Meetings

The Working Party will set its own timetable for meetings. Meetings will not be held in public. Minutes of all meetings will be kept.

5. Conduct

The Working Party will appoint a Chair to preside over meetings.

A Secretary will be appointed to administer and minute proceedings of all meetings.