



Council Meeting – 26 November 2020

Agenda Item CC2148/20

Council Office Replacement Working Group

Introduction

To create a new working group to investigate replacing the current Parish Council office.

Discussion

The Parish Council has formally submitted an offer to Three Rivers District Council and the Red Cross to take over responsibility for the Red Cross Centre in Croxley Green.

If an offer was accepted, then the centre could become the office for the Council.

However, it is possible that TRDC will be resistant in releasing ownership of their asset.

Therefore, the Council needs to consider alternative arrangements for replacing the current Parish Office.

Recommendations:

The Council is invited to approve:

- A new working group to investigate the different office replacement options open to the Council.
- That the Working Group is comprised of 4 members with input from Council staff.
- The draft terms of reference (at Annex A).

Councillors are invited to join the working group.

Ryan Bennett
Clerk to the Council
November 2020

ANNEX A – DRAFT TERMS OF REFERENCE

CROXLEY GREEN PARISH COUNCIL

OFFICE REPLACEMENT WORKING GROUP

1. Membership

Members of the working group will be appointed by the Parish Council and membership will be reviewed annually.

Members of the public may also be members of the working group, subject to agreement by the Parish Council.

2. Leader

The leader of the working group must be an elected Member and will be chosen by the working group and agreed by the Parish Council. This will be subject to review annually.

The leader will be the working group's main point of contact for Council staff, Council members and members of the public.

3. Responsibility and powers

Working groups cannot make decisions on behalf of the Parish Council.

The working group will report its recommendations to the Council for approval.

The working group will report progress to the Finance and Administration Committee.

4. Purpose

The purpose of the working group is to develop proposals to replace the Council office

5. Meeting Schedule

The working group is to meet on an ad-hoc basis at times convenient to Members.