

## **Terms of Reference:**

# **Car Park & Public Conveniences Working Group**

### **1. Constitution:**

a. Members of the working group:

Councillors:

Cllr. Steve Tollett – Rye Harbour Ward  
Cllr. Jacqui Stanford – Rye Harbour Ward  
Cllr. Peter Turner – Winchelsea Beach Ward (IPC Chairman – ex-officio)  
Cllr. Jim Horsman – Icklesham Ward (IPC Deputy Chairman – ex-officio)  
Cllr. David Smedley – Winchelsea Ward

Co-opted Members:

Richard Tollett – voted at Public Meeting, held at the Court Hall Winchelsea  
Roy Roberts – Rye Harbour resident  
B Yates – Sussex Wildlife Trust Rep

- b. The working group Chairman shall be elected from the Parish Council members of the working group at the first meeting following the Annual Statutory Meeting of the Parish Council.
- c. The Parish Clerk or their Deputy may sit on the working group ex officio (non-voting) and be responsible for taking the minutes and giving notice of the next meeting. Meetings can be called with a minimum of three (3) days notice. If the Parish Clerk or their Deputy is not in attendance at the meeting, one of the members present will be nominated to take the minutes.
- d. When appropriate, external advisor(s), stakeholders, partners and or electorate representative(s) shall be present.
- e. The quorum shall be three (3) elected Council members (not including those debarred by reason of a declared interest).

### **2. Governance:**

- a. The business of the working group will be conducted in accordance with the Standing Orders of Icklesham Parish Council.

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- b. The working group will report direct to the full council.

### 3. Objectives: To protect residents interests and visitor numbers

- a. Review and revise where necessary the figures and costings to identify any changes to the reported running costs for Rye Harbour car park and public conveniences.
- b. Review and revise where necessary the usage figures of Rye Harbour car park
- c. Investigate the viability of the car park as a revenue stream to offset any cost(s) to the taxpayers of the Parish in relation to the car park and public conveniences at Rye Harbour.
- d. Establish the costs of taking over the toilets and Winchelsea and Winchelsea Beach and the financial implications to the Council.
- e. Consider any risks and opportunities that taking the assets over presents.
- f. Make recommendations to Full Council

### 4. Reports:

- a. The Chairman will report to the next Full Council meeting following the meeting of the working group
- b. The final report and recommendation will be made to the Full Council

### 5. Timeframe:

- a. The final report and recommendation to be presented to the Full Council for the January 2017 meeting at the latest.

Adopted by Full Council: \_\_\_\_\_

Minute Reference: \_\_\_\_\_

Review Date: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

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### Rules of Participation

- 1) Participants should endeavour to provide resources to assist in the work and deliverables.
- 2) Any discussion in meetings and views expressed or implied in such discussion or associated documents are without prejudice to and shall not limit the discretion of the group with regard to Council decisions. Equally, views expressed by participants during meetings will not be treated as the formal position of the organisation they are representing.
- 3) Given the potentially sensitive nature of some of the issues that might be discussed in the working groups, documentation will be assigned an information sharing level of GREEN, AMBER or RED.
  - Green: Documentation that will be published on the Council website (this will include all documentation produced by the group). All meeting notes will be GREEN.
  - Amber: This will cover any documentation of a commercial interest that working group members may wish to share at the working groups and which will be placed on a password protected website which can only be accessed by working group members and council members. Passwords cannot be shared or used by anyone other than the working group member/councillor. Unless permission is given, information contained in such documents will not be directly quoted or attributed in publicly available meeting notes. Amber documents cannot be shared by working group members with anyone, including people in their own organisation, unless permission is given by the Council.
  - Red: Non-disclosable documentation/information and restricted to participants present at the meeting themselves only. Participants must not disseminate the information outside of the meeting. RED information should not be discussed with any other working group member or any other person from the same organisation who is not present at the meeting in which the information is discussed. Red information will not be placed on the Council website.
- 4) Verbal contributions at working group meetings can also be assigned an information sharing level. Members who wish their contributions to be considered AMBER or RED should clearly state this before making their point, otherwise information will be considered to be GREEN. Such contributions will not be recorded in the meeting note, but may be in one of the issues logs.
- 5) As a member of the working groups, each participant and all observers will be asked to undertake in writing to abide by the confidentiality and disclosure provisions set out above in relation to each information sharing level as described above, by signing the Confidentiality and Disclosure Agreement at Annex A to these Terms of Reference.
- 6) Working Group participants and observers who breach the rules of the confidentiality and disclosure provisions under any information sharing level may have their membership ceased.
- 7) It is recognised that some working group members will be representing trade or other associations and consequently an organisation (the trade or other association) in which they are not directly or indirectly employed, and that in some cases other trade association members may wish to see AMBER documentation. Additional passwords for the password protected website will be allocated at Council's discretion. Requests for additional passwords should be made to the Council. Working group members will be informed of the Council's plans to give out passwords to people not members or observers of the working groups in advance of doing so to allow any objections to be raised.

### Annex A – Confidentiality and Disclosure Agreement

I, the undersigned, have read and understood the Rye Harbour Car Park and Public Conveniences working groups Terms of Reference.

I understand that I am required to comply with the confidentiality and disclosure obligations in respect of each of the three information sharing levels (green, amber and red), as set out in the Terms of Reference.

I understand that should I, or my parent company/organisation, fail to abide by the information sharing levels I and/or my parent company/organisation may be excluded from the working group.

I therefore agree to abide by the Terms of Reference in my engagement with this group.

Name:

Company/Organisation:

Signature:

Date: