

Charney Bassett Parish Council
Charney Hall and Field Trust (CHAFT)

Joint Liaison Group
(formerly the Memorandum of Understanding Formulation Group)

Terms of Reference

Aim

To produce, review and keep up to date a Memorandum of Understanding that makes clear the relationship between the two organisations; and to act as a forum for the discussion of issues of common interest.

Rules

- 1 The Group shall comprise three representatives from each organisation.
- 2 Each organisation shall advise the other if any changes are made to its representative personnel.
- 3 The Group shall meet at least once in any calendar year.
- 4 Responsibility for arranging meetings, drawing up an agenda and producing minutes shall be shared i.e. unless otherwise agreed no organisation shall have this responsibility for two consecutive meetings.
- 5 An agenda shall be agreed and made available to all representatives at least 3 days before a meeting, together with any reports to be considered.
- 6 A draft minute shall be circulated to all representatives within 5 days of a meeting.
- 7 Each organisation shall report on matters discussed by the group at their next meeting.
- 8 Approved minutes shall be published on the village website.

Agreed by the Parish Council at its meeting of 13th January 2021

Agreed by CHAFT at its meeting on 21st April 2021