



WRITTLE PARISH COUNCIL

Parish Office, The Green

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TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	14 August 2025	J Atterbury	To be considered at the working party meeting on 19 August.
1.1	24 March 2026	J Atterbury	Agreed at working Party on 23 March. Approved at PCM 13 April 2026

The Petanque Working Party ('the Working Party') is a Working Party of Writtle Parish Council ('the Council') and is established to gain funding for and arrange for the installation of a pétanque terrain at Oxney Park.

1. Membership

The Membership of the Working Party shall be Members of the Council and volunteers.

The Chair of the Working Party will be appointed by the Working Party.

The Asst Clerk to the Council will administer the meetings on behalf of the Council. The Chair will liaise with the Assistant Clerk regarding a schedule of meetings and agenda items.

2. Decisions

The Working Party will keep the Council fully informed by circulating the meeting notes. It will also forward all important decisions to the Council for ratification.

The Working Party has no budgetary or spending powers – if expenditure of any kind is expected as a consequence of the working party recommendations it must be referred to the Council, through the Clerk, for approval.

3. Meetings

The Working Party shall arrange to meet as and when required. Copies of the draft notes of the meeting shall be circulated to all Members of the Working Party and the Council within 5 working days. Working Party meetings are not required to be held in public.

The Council shall formally review the continued need for the Working Party annually at the Annual Parish Council Meeting or as required.

4. Quorum

The quorum shall be 4 members of the Working Party. If the number of members present falls below the required quorum of four the meeting may be adjourned unless it is felt necessary, due to urgent requirements, to continue discussions. The notes of that meeting will then be forwarded to Full Council for consideration as per usual (see Decisions above).

5. Objectives

The Working Party will deliver a pétanque facility for the residents of Writtle. This includes :-

- Agreeing the “make-up” of the pétanque terrain
- Achieve funding for the pétanque terrain
- Arrange the building of the pétanque terrain
- To assist with the setting up of Writtle Petanque
- Handing over the terrain to Writtle Petanque

The Working Party will liaise with local organisations and residents, and any other relevant authorities, as necessary.