Terms of Reference – Business Improvement Group, a Working Group set up by Prestbury Parish Council.

1. Membership

The Business Improvement Group (a working group of PPC) is composed of up to five members of PPC, including the Council Vice Chair. The Parish Council will appoint Councillors to the committee as appropriate to ensure that there is always sufficient membership to achieve its objectives.

1. Purpose of the group

The Business Improvement Group will report into the Finance and General Purpose (F&GP) Committee.

The purpose of the Working Group is to identify, evaluate and propose new business opportunities and improvements in business operations to the benefit of the Council’s finances.

Any decisions made as a result of the Group’s activities will be formally recorded in the minutes of the appropriate F&GP meeting.

1. Meeting arrangements and frequency
   1. Meetings will be held on an *ad hoc* basis, but likely monthly. Election of the Group Chairman will be the first business of the initial meeting.
   2. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.
2. Quorum

A minimum number of three Group members are required for decision-making purposes. In the absence of the elected Chairman, a member must be elected to chair the meeting.

1. Reporting and accountability
2. The group will record informal minutes of its meetings.
3. The Chairman of the committee is expected to call and produce the agenda for each meeting.
4. The Chairman will record meetings and normally circulate the draft minutes to Group members within five working days of each Group meeting.
5. The Committee will refer matters which are outside of its Terms of Reference to the appropriate Parish Council Committee, together with any recommendations.
6. Review arrangements

**The group will NOT be a standing committee of the Parish Council.**

The appointment of the group will be considered at the Annual General Meeting of the Parish Council, who may decide to alter or dissolve the committee as required.

Adopted by Prestbury Parish Council on 23rd June 2025