

# SOUTHWATER PARISH COUNCIL

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## NEIGHBOURHOOD WARDEN WORKING PARTY REMIT



Reviewed: February 2022  
Approved: December 2019  
Review Period: 3 years  
Next Review Date: February 2025

## NEIGHBOURHOOD WARDEN WORKING PARTY

### **MEMBERS**

**6**

### **MEETINGS**

**To be agreed**

### QUORUM

Three or one-third of the total Working Party membership. If a quorum is not present, or if during a meeting the number present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

These meetings to be attended by the Executive Officer to the Council or the Executive Officer's representative, and Greg Charman, Community Safety Manager of Horsham District Council.

### MAIN FUNCTION

- To establish a Working Party
- To elect a Chairman and Vice Chairman
- To receive information regarding a warden scheme
- Investigate other schemes currently operated by Horsham District Council eg., Ashington, Pulborough, Billingshurst etc.
- To review potential functions and services to be provided by Community Wardens for Southwater.

### TERMS OF REFERENCE

- To discuss and approve with officers, budgets in relation to the project.
- To prepare an outline of the roles and responsibilities required and report back to Finance & General Purposes for approval.
- To monitor on a regular basis, once a remit is established for wardens the deadlines.
- The Chairman and Executive Officer to participate in any interviews in relation to the envisaged posts x 2 once approval obtained.

- To implement and approve for recommendation via a report to the Finance and General Purposes Committee any recommendation in relation to this project, but within the agreed budgets and financial regulations.
- Ensure that meetings are held as required to ensure that the project deadlines are met.
- Agenda items should be regularized to read as follows :-
  - i. Apologies
  - ii. Minutes of Previous Meeting – to approve the minutes of (insert) meeting.
  - iii. Matters Arising.
  - iv. Chairman’s Announcements
  - v. Correspondence Received
  - vi. HDC Community Manager Report (if applicable)
  - vii. Executive Officer’s Report (if applicable)
  - viii. Financial Report and Implications
  - ix. Date of Next Meeting
- Ensure that services provided are to the highest possible standards ensuring best value at all times.
- Engage with the community of Southwater Parished area on the proposals going forward.