

## Terms of Reference – Southern Boundary Partnership

Item	Points of Note
<p><b>1. Purpose and Aims of the Southern Boundary Partnership</b></p>	<ul style="list-style-type: none"> <li>• Understand the issues, benefits and concerns of Residents (“work through the details”) in developing and agreeing a case for an extension of the National Park</li> <li>• Support the Friends of the Lake District to the “Build the Case” for an extension</li> <li>• Promote and communicate the opportunity of an extension “with realism and honesty”.</li> </ul>
<p><b>2. Role and Function of the Coordination Group</b></p>	<ul style="list-style-type: none"> <li>• Share information and communications on key developments of the case for an extension.</li> <li>• Issue media statements on common issues impacting the Parish Councils and promote understanding of the work of the Southern Boundary Partnership.</li> <li>• Provide feedback to each Parish Council on the issues, concerns and agreed actions taken by the Southern Boundary Partnership.</li> <li>• Develop an extended network and membership of Parish Councils in meeting the aims of the Southern Boundary Partnership.</li> <li>• Collaborate with other groups, local authorities and wider stakeholders to enhance the strength of the case for an extension.</li> <li>• Lobby key decision makers.</li> </ul>
<p><b>3. Partnership Membership – Parish Councils</b></p>	<ul style="list-style-type: none"> <li>• Aldingham</li> <li>• Askam and Ireleth</li> <li>• Blawith and Subberthwaite</li> <li>• Drigg and Carleton</li> <li>• Duddon</li> <li>• ENMO</li> <li>• Grange Town</li> <li>• Kirkby – Ireleth</li> <li>• Lower Allithwaite</li> <li>• Lowick</li> <li>• Muncaster</li> <li>• Millom Town Council</li> <li>• Millom Without</li> <li>• Ulpha Parish Meeting</li> <li>• Whicham</li> </ul> <p>Other members can be included as required and agreed at each meeting.</p>
<p><b>4. Partnership Membership – Friends of the Lake District</b></p>	<ul style="list-style-type: none"> <li>• The Friends of the Lake District are a key strategic partner with the Southern Boundary Partnership.</li> <li>• The Friends will provide advice and support of key issues and where appropriate seek guidance from appropriate subject matter experts.</li> <li>• The Friends will play a full role within all matters of the Southern Boundary Partnership.</li> </ul>

<p><b>5. Chair of Meetings</b></p>	<p>Nominations for Chair will be proposed and seconded. A simple majority will select the Chair.</p> <p>A deputy chair will also be appointed via the above process with both Chair and Deputy Chair being appointed from separate Parish Councils or Friends of the Lake District</p>
<p><b>6. Agenda Items</b></p>	<p>Chair will circulate a request for agenda items 7 working days prior to the scheduled meeting and the formal agenda will be issued 4 days prior to the Partnership meeting</p>
<p><b>7. Minutes of Meetings</b></p>	<p>Minutes will record outcomes of key decisions and actions and circulated 5 days after each meeting. Minutes will then be formally agreed at each scheduled meeting.</p>
<p><b>8. Voting – taking decisions</b></p>	<p>Agreed decisions and actions must be both proposed and seconded. Each Parish Council as a member of the Partnership will have a singular vote.</p> <p>Chair to vote when faced with a split decision by the Group</p>
<p><b>9. Frequency Of meetings</b></p>	<p>Meetings schedule will normally be monthly. If a particular issue needs attention by the Group, the Chair has the discretion to call a meeting.</p>
<p><b>10. Attendance at Meeting</b></p>	<p>All nominated Parish Council representatives are encouraged to attend all meetings. Noting personal circumstances, the PC Representative is able to send a Parish Council representative to attend on their behalf, on the basis the stand in representative has been briefed on current issues and is empowered to speak on behalf of the appropriate Parish Council.</p>
<p><b>11. Quorum of Meeting</b></p>	<p>At least a quarter of the membership should be in attendance for the meeting to quorate.</p>
<p><b>12. Parish Council Oversight</b></p>	<p>Each Parish Council will present these Terms of Reference to their respective Councils and ensure the Terms of Reference are both supported and recorded in the minutes by the each Parish Council.</p>
<p><b>13. Review of Group</b></p>	<p>The Partnership purpose, aims and outcomes will be subject to ongoing review</p>