



COLEHILL PARISH COUNCIL

CONVERSION TO A TOWN COUNCIL WORKING GROUP - TERMS OF REFERENCE

Under Standing Order 4 the Council may set up advisory committees that consist of Councillors and members of the public.

1. Sponsorship

The Conversion to a Town Council Working Group was established by Council at the meeting held on **7th October 2025**.

2. Scope

Following resolution, the Council has set up a Working Group to consider the implications of converting from a Parish to a Town Council

Explore the advantages or disadvantages of such a move, particularly in the light of protections afforded under Town status in the new Local Plan proposals

Contact other Parishes that have converted to Town status to better understand the full implications of such a proposal (eg West Moors)

Report back to the full Council in December with recommendations on a possible way forward and any associated costings

Scope includes:

- a) What form the Public consultation would take.
- b) Effectiveness for achieving the primary aims (safeguarding Greenbelt and 'importance and ease' of infrastructure improvements such as with Highways over a Parish Council)
- c) Housekeeping ie re-branding/logo/'official name for banking accounts, HMRC PAYE/Dorset County Pension/Reef membership.
- d) Implication of having possibly having a Mayor rather than a Chair
- e) Time including staffing for changeover
- f) Cost (new logo/letterhead/banners etc

3. Approach

The Group will be managed in accordance with the Council's Working Group Protocol.

The Group has no decision making or budgetary powers. For all decisions the Group will prepare options & recommendations for agreement by full Council or an appropriate Committee.

4. Membership

The Group may consist of both Councillors and members of the public and may co-opt additional members at its discretion.

5. Meetings

The Group will meet as and when required.

This Terms of Reference will be reviewed annually, it was initially agreed on **7th October 2025** and the next review is due by **October 2026**