

**BIRSE PARISH LIAISON GROUP**  
**(BPLG)**

**TERMS OF REFERENCE**

*as adopted on 18<sup>th</sup> November 2014 <sup>1</sup>*

1. The Membership of the Birse Parish Liaison Group (BPLG) is the six community groups in the civil parish of Birse, which have their memberships based on the people living in the parish and on the Electoral Register for the area, namely:-
  - Finzean Community Association (FCA)
  - Ballogie Community Association (BCA)
  - Birse Area Community Association (BACA)
  - Birse and Ballogie Community Council (BBCC)
  - Finzean Community Council (FCC)
  - Birse Community Trust (BCT)
2. The Members of the Group all have equal status within the Group and the Group will operate by consensus, without any voting provisions.
3. The purpose of the Group is to facilitate the exchange of information, cooperation and consultation between the Members of the Group on matters of shared interest.
4. A specific role of the Group is as a parish wide forum of community representatives to provide advice, guidance and comment to BCT on its actions, operations and plans.
5. The Group will aim to meet at least once per calendar year and more often as may be decided. The chairing and hosting of meetings will rotate around the Members.
6. The Group will be able to set up such working groups, joint projects or other shared initiatives as the Members may decide.
7. The secretariat for the Group will be provided by BCT, which will coordinate the organisation of meetings, the production and circulation of papers, and related matters.
8. Members will be circulated with a call for agenda items sufficiently in advance of each meeting, so that a draft agenda can be sent to Members 7 days before each meeting.
9. A draft record of each Group meeting will be circulated within 10 days of the meeting for comments within a week, with a revised record circulated as may be necessary.
10. Responsibility for finalising the agenda for each meeting and deciding if a revised record of a meeting needs to be circulated, will rest with the Chair of that meeting.
11. Each Member will aim to have two representatives at meetings, including their Chair or another person appointed as the Member's lead representative for the meeting.

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<sup>1</sup> *Replacing the Terms of Reference adopted on 25th September 2001*

