



## **Council of Sanctuary Working Group Terms of Reference**

### **1. Background**

On 28 September 2023, the Council resolved to become a Council of Sanctuary.

### **2. Remit**

The role of the working group is:

- a) To develop the Town Council's submission for Council of Sanctuary Status.
- b) To ensure that Horsforth is a welcoming location for individuals seeking sanctuary.
- c) To support those organisations supporting the ongoing welfare of refugees.
- d) To work with Horsforth Town of Sanctuary

### **3. Membership**

- a. 5 members of Council – to include representation from all parties where possible
- b. The group will appoint a lead at its first meeting following the Annual Meeting of the Town Council

### **4. Authority**

- a. The group reports to the Community and Environment Committee (CE) and/or Full Council.

### **5. Meetings**

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days' notice of a meeting will be given but meetings may be convened at shorter notice.
- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days' notice.
- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.
- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to CE/Full Council for information.
- h. At least 3 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

Adopted: 30<sup>th</sup> November 2023

Reviewed: 30<sup>th</sup> May 2024

Review date: May 2025

---