

REPORT TO COUNCIL

Open/Exempt				
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Lead Officer: James Arrandale E-mail: james.arrandale@west-norfolk.gov.uk			Other Officers consulted: Alexa Baker, Andrew Barrett, Rebecca Parker	
Financial Implications: NO	Policy/Personnel Implications: YES	Statutory Implications: NO	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting: 2nd October 2025

AMENDMENT OF CGR TERMS OF REFERENCE

RECOMMENDED:

1. To amend the Terms of Reference for the Community Governance Review relating to Hilgay Parish;
2. To amend the Terms of Reference for the Community Governance Review relating to Burnham Market Parish Council.

1 Background

The Council is currently conducting two Community Governance Reviews (**CGR's**):

- For Hilgay Parish, on the issue of whether to split the Parish and to form a separate Ten Mile Bank parish; and
- For Burnham Market Parish Council, on whether to reduce Councillor numbers.

On 27th February 2025, Full Council approved Terms of Reference for the two CGR's. Those Terms of Reference now require updating on two points:

- i. to reflect the involvement of the Electoral Arrangements Committee (**EAC**), and
- ii. revising the CGR timetable.

For completeness, the EAC's functions within its own terms of reference include "*making recommendations to Full Council on the Terms of Reference for each valid CGR*". In principle, therefore, the EAC could be asked to review these Terms of Reference for consideration by Full Council. It is recommended that EAC is not asked to do this here, as it would create unnecessary delay in respect of what are simple administrative updates. The EAC's terms of reference do not prevent Full Council from taking this decision without waiting to receive recommendations.

Appendices

Revised Terms of Reference for the Hilgay Parish Community Governance Review;

Revised Terms of Reference for the Burnham Market Parish Council Community Governance Review.