

Terms of Reference for Parish Council Working Groups

The Town Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council.

Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Group being established.

1. Membership

Members of the working group will be appointed by the Town Council and will consist of a minimum of 3 elected members of the council unless otherwise specified.

With the authority of the Full Council the working group can co-opt up members of the public (Lay members) who have specific knowledge / expertise on the subject to assist the Working Group.

The Term of Membership for a working group will be for a period of one year or to the next Annual meeting of the Full Council or time limited for a period of 6 months.

The Annual Meeting of the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Chairperson

A Chairperson will be appointed for the working group by the working group.

The Chairperson will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Town Council, and any recommendations made by working group will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will establish the role of the working group and its full terms of reference. This may include:

- ☐ To tackle issues as directed by the Council.
- ☐ To be task specific and time limited.
- ☐ To examine an issue in detail, read reports and related materials, examine options, and obtain advice

for the Council.

- ☐ To act as experts and/or liaise with experts.
- ☐ To make recommendations to Council.
- ☐ To explain the recommendations, reasons, options to Full Council by way of a written report.
- ☐ To answer questions from the Council.
- ☐ No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

The working group will arrange its own meetings and schedule of work at its inaugural meeting.

The chairperson of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working party.

Formal agendas and Minutes are not required. However, agendas and minutes for the meetings will be generated.

The Clerk to the Council will be notified of any meeting with at least 3 working days' notice.

The quorum of the group shall be 2 elected members co-opted members will not count towards the quorum.

The working group shall report formally to each meeting of the Council with informal updates to Council members following each meeting.

Frequency of Meetings will be as required.