

## **WORKING GROUP'S TERMS OF REFERENCE**

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

### **1 Membership**

- 1.1 Members of the working party will be appointed by the Parish Council
- 1.2 With the authority of Parish Council the Working Groups can co-opt members of the public (Lay members) who have specific knowledge/expertise on the subject to assist the working group
- 1.3 The term of membership of each working group will be a period of 12 months or to the next Annual Meeting of Parish Council. The Parish Council can disband any working group during this period.

### **2 Leader**

- 2.1 A leader will be appointed for each Working Group by the Parish Council at Annual Meeting of Parish Council or a full Council meeting.
- 2.2 The leader must be member of Council and will be the main point of contact for the Clerk to Council. Council members and lay members must be elected by full Council only.

### **3 Powers**

- 3.1 Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Full Council.

### **4 Responsibilities and Areas of Operation**

- 4.1 The Full Council will establish the role of the Working Groups.
- 4.2 The Working Group will arrange its own meetings and schedule of work. The lead of Working Group will provide the Clerk notes of each meeting and provide a written progress report for full Council meetings to be sent to Clerk 7 days before full Council meeting.
- 4.3 The leader of Working Group will attend full Council to deliver report and answer any questions. If lead unable to attend they will nominate another member who must be a Councillor to deliver progress report.

## **5      Meetings of Working Groups**

- 5.1    The Clerk to Council will be notified of any meeting with at least 3 working days' notice and may attend any meeting.
- 5.2    The quorum of the group shall be 2 elected members, lay members will not count towards quorum.
- 5.3    The Working Group meetings are not open to public, but consideration to be given to access requirement for all members of Working Group.
- 5.4    The Working Groups will meet at least once every twelve weeks.
- 5.5    The Working Group is expected to be time limited. The continuing need for Working Group will be reviewed by Full Council on a yearly basis.