

Working Groups Terms of Reference

DRAFT

Date Created	Date Adopted	Date Revised	Revision due
February 2024			

1 **General**

1.1 Much of the information relating to conduct and proceedings of meetings of Full Council applies to meeting of committees. However, a working group is set up on an informal basis. It will not have a budget and any actions which are considered to have an impact on the work or possible budget of the parish council, must come back to the Full Council monthly meetings for consideration.

2 **In respect of committee meetings, the following applies:**

2.1 Chairing the meetings. Any person attending the meetings can be voted in as Chair of the working group.

2.2 Quorum No business shall be dealt with unless the committee is quorate. If there is no quorum, the working group will stand adjourned and should be reconvened. The quorum shall be set at 3 representatives.

2.3 Holding Meetings. The meetings are not related to the parish council and can be requested by the members on the group. Each meeting shall be minuted by one of those attending the working group in order to provide a note of discussion, progress, decisions made and actions to be undertaken.

2.4 Order of Business Business will usually be dealt with in the following order:

- Record of members Present
- Record of apologies and reasons for absence
- Declarations of Interest with regard to items on the agenda
- Agreeing the minutes of the last meeting and signing them
- Business placed on the agenda

2.5 Voting Subject to any legal requirement, all questions to be decided by a working group shall be decided by a majority of the members present and voting.

2.6 Minutes The minutes must record the names of the members present at the meeting and the existence and nature of any interest declared by members. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a member at that meeting. The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting). There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes. Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

2.7 Attendance by Members Any councillor or invited member of public may attend a working group.

2.8 Individual Members A Councillor cannot individually exercise any statutory functions of the council on behalf of the council.

3 At present there are no Working Groups at the Parish Council.