



BACTON PARISH COUNCIL

Chairman: David Chambers

Clerk: Suzanne Lupin

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Terms of Reference for Bacton Parish Council **Procedure for Working Groups**

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

Members of the working party will be appointed by the Parish Council and will consist of a minimum of 3 members of the council.

With the authority of the Full Council the working group can co-opt 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. Leader

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

The leader 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. The leader will arrange meetings of the working group, set agenda, chair the meeting and produce a report to full council for the next Parish Council meeting.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties 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.

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

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.

The working group will report formally to the Full Council at its Annual Meeting if required.

Frequency of Meetings as required.

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on a 6 monthly basis.