

Tarporley Parish Council

Working Group General Terms of Reference

Objective

To assist with the delivery of Parish Council responsibilities, operations, projects, events and services as directed by the Parish Council.

Composition

Working Group composition and membership to be agreed by the Parish Council and will normally include:

- At least 2 Parish Councillors – one of which will act as chairman of the group.
- Stakeholder representatives.
- Where appropriate: specialist advisors, Officers of the CW&C Council, Ward Councillor and volunteer residents of the parish.
- The Clerk or Deputy Clerk may provide administrative support to a Working Group but would not be members of a Working Group.

Meeting Location

• Working Group Meetings can take place virtually by Zoom (or other suitable applications) at the discretion of that Working Group.

- When necessary, working groups can organise site meetings.

Scope of work

The Working Groups will undertake such actions as are necessary to fulfil the objectives assigned by the Parish Council, including for example:

- Investigations
- Evaluations
- Consultations with specialist advisors and consultants
- Devising solutions, projects, specifications
- Inviting and evaluating tenders and quotations
- Managing delivery of projects, events and services

Working Groups MUST:

- Follow the Parish Council Code of Conduct, Policies and Procedures
- Report progress and any meetings held to the Parish Council monthly
- Provide written summary notes from Working Group meetings for inclusion in the Parish Council Minutes Book, clearly identifying any areas where there are recommendations and Parish Council decisions to be made.
- Refer any decisions that could commit or affect Parish Council expenditure, policy or decisions to the Parish Council meetings.

- Notify to the Clerk any requests to add items to the Parish Council meeting agenda, along with a clear statement of any decisions to be taken, at the latest 8 days before the meeting.
- Be open and transparent so that it is clear that they are not a means of making decisions behind closed doors.

Working Groups MUST NOT:

- Agree any Parish Council expenditure
- Sign any contracts or other documents on behalf of the Parish Council
- Represent themselves as speaking on behalf of the Parish Council

Amended: May 2021