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# TERMS OF REFERENCE FOR PARISH COUNCIL WORKING PARTIES

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V1



MAY 10, 2022  
SUTTON PARISH COUNCIL  
The Glebe, 4 High Street, Sutton, Ely, Cambs

## **TERMS OF REFERENCE FOR PARISH COUNCIL WORKING PARTIES**

Full Council may form or disband a Working party who will conduct tasks as defined by Full Council.

There is no legal definition of a working party, they consist of a small group of members of the parish council and can include members of the public. (Parish Council Officers can be in attendance to provide legal and operational support and advice).

A working party conducts its business on a less formal basis than that of a committee. It:

- does not have any decision-making powers.
- does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- Must report back to the parish council with recommendations.

### **Membership**

Members of the working party are to be appointed by Full Council and will consist of a minimum of two parish council members.

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 on a working group will be for one year, or to the next Annual meeting of the Council in May.

The Annual meeting of the Council re-confirms working group's membership and remit and can appoint other members to serve for the civic year.

A working party does not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.

### **The role of Working Parties for Sutton Parish Council.**

- 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, get advice for the Council.
- To function as experts and/or consult with experts.
- To make recommendations to Council.
- To answer questions from the Council.

### **Location of Meetings**

- For face-to-face meetings, a meeting room must be booked with the Parish Clerk.
- Working parties can meet remotely.

### **First meeting of the Working Party**

- Appoint a lead member (Parish Council member only).
- Establish a remit and action plan for work
- Establish a meeting schedule.

### **Role of Lead Member**

- The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the council.
- To arrange date, time, and place of next meeting, in consultation with the Parish Clerk.
- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Parish Clerk in good time to meet the agenda.

### **Formulation of Recommendations**

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope, and outcome.
- The Role of Full Council is to question, challenge the recommendations, to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.

Review Date	By Whom	Version	Date Adopted
10 May 2022	Full Council	V1	10 <sup>th</sup> May 2022
May 2023	Full Council	V1	16 <sup>th</sup> May 2023

Current working parties (May 2023)

Working Party	Current Membership	Lead Councillor	Remit
<b>Traffic &amp; Transport</b>	Mr Goodjohn Mr Inskip Mr Newton Mr Butler Mr Oakland	Mr Inskip	<ul style="list-style-type: none"> <li>• <b>To follow through with the Parish Council Transport issues identified in the Neighbourhood plan.</b></li> <li>• <b>Similarly ensure provision is made for safe pedestrian and cycling routes between and Elean Business Park</b></li> <li>• <b>Care and maintenance of Footpaths, Street furniture and cycle ways especially where SPC are responsible</b></li> <li>• <b>Address village wide speeding and parking problems</b></li> </ul> <b>(Adopted 23<sup>rd</sup> July 2019)</b>
<b>Financial Reporting and Control</b>	Mr Inskip Mr Browne Mr Newton Mr Goodjohn Mrs R Hughes (RFO)	Mr Inskip	<ul style="list-style-type: none"> <li>• <b>Review of Financial Controls</b></li> <li>• <b>Budget preparation &amp; Controls</b></li> <li>• <b>Financial Reporting &amp; Monitoring</b></li> <li>• <b>Financial Risk Analysis &amp; Management</b></li> <li>• <b>Internal Audit</b></li> <li>• <b>Review of Best Value</b></li> </ul> <b>(Adopted 24<sup>th</sup> July 2012)</b>
<b>The Neighbourhood Plan</b>	Mr Inskip Mrs Partington Mr Oakland Mr B Harker (MOP) Mr Watson (MOP) Cllr Dupre Mrs Hughes (Clerk)	Mr Inskip	
<b>Sports and Recreation</b>	Mr Newton Mr Inskip Mr Goodjohn Mr Butler Mr Oakland	Mr Inskip	<b>Improvement and development of recreational areas in the village including informal open spaces, play areas, sports pitches etc. Liaison with village groups using these facilities and looking to develop new ones</b>

<b>Climate Change</b>	Mr Jordan Mr Newton Mr Inskip		
<b>Library Access Point</b>	Mr A Newton Mrs S Partington Mr B Goodjohn	Mr A Newton	
<b>Youth Service and Activities</b>			<b>To be reviewed September 2023</b>