



WORKING GROUPS - Terms of reference and process chart

Working Groups

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 of a working group will consist of current Councillors, who can self-nominate to be involved, and are prepared to give their time to the business of the group. Members are free to step down at any time.
2. Each working group will be re-appointed every year at the Annual Parish Council meeting in May.
3. A leader of each working group will be appointed who will be the main point of contact for the clerk and members of the Council. This person will be charged with managing any meetings (the frequency of such can be as required), reporting back to the Full Council, and notifying the clerk of any agenda items for both information and decision.
4. A working group has no legal powers as it lacks delegated authority and subsequently cannot make decisions.
5. Any recommendations from working groups will be subject to approval by the Full Council
6. A working group cannot spend any money on behalf of the Council. It cannot commit the council to any financial costs or spend from a budget without prior approval from the full council. A working group can recommend a purchase or draft a budget allocation, but the actual expenditure must be voted on and resolved in a full council meeting.
7. Working groups can explore and investigate local issues, gather facts and review options for a specific project.
8. Working groups can bring in local residents, volunteers, outside experts or local organisations who have useful skills or knowledge.
9. To be quorate a working group meeting must have at least three members present.



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Working Group agrees on a proposal to be brought for discussion at Full Council

- If the proposal includes a need to make a purchase or hire a service or resource details of how much this would cost should be included in the proposal (this can be an 'up to' amount if exact figure not available)
- If the cost would be above £1k then 3 quotes must be evidenced



Working Group Lead Councillor to email Clerk with details to be added to the next agenda



Agenda item discussed at Full Council meeting. A vote may be taken to reach a decision. Resolution included in the minutes



Working Group carries out agreed proposal

IF SPENDING IS INVOLVED?



YES

To ensure VAT can be reclaimed invoices must be addressed to;

The Parish Clerk, CNM Parish Council, PO Box 18931, Redditch, B97 9AP

Councillors should **avoid** purchasing anything themselves unless the clerk is unavailable and/or it's an emergency e.g. an event in progress needs extra resources.

Where a supplier account exists an arrangement between the supplier and the clerk will be put in place to allow a Councillor to use the account for agreed expenditure only.

N.B. If an amount has not been approved at a full council meeting items cannot be bought and /or ordered

PROPOSAL



DECISION



SPEND

Councillors

Councillors

Clerk