



## **Standard Terms of Reference for Onehouse Parish Council (OPC) Working Groups**

The Parish Council can form a Working Group for any matter that falls within its powers. The responsibilities for each Working Group will be approved by Council and published on the OPC website.

### **Responsibilities**

Council will approve the responsibilities of each working group separately. These may include:

- To tackle task specific and time limited issues.
- To examine options and make recommendations to Council by way of a report.
- To organise specific activities or event(s) of benefit to parishioners.
- To identify external revenue streams / recommend appropriate budget and recommend spending.
- To organise volunteer activity in relation to their responsibilities.

The following general Terms of Reference will be standard for all Working Groups.

### **1. Membership**

- 1.1.** Members of the working group will be appointed by the Parish Council. A minimum of 2 members shall be councillors, one of whom shall be Chair or Vice Chair.
- 1.2.** With the authority of Council the working group can co-opt members of the public to the Working Group.
- 1.3.** The quorum shall be 3 members one of whom must be a councillor (or 30% of members if greater).
- 1.4.** Membership shall be for one year (or to the next Annual meeting). The Annual Meeting of the Council will re-confirm the working group's membership and terms of reference.

### **2. Meetings**

- 2.1.** The working group will arrange its own meetings (minimum 2 per year of maximum 2 hours each).
- 2.2.** A Working Party does not meet in public, but may invite guest(s) to attend if expertise is required.
- 2.3.** If the Chair is absent another councillor will be Chair.

### **3. Agenda and Minutes**

- 3.1.** Working party agendas shall be drawn up by the Chair and a copy supplied to the clerk and councillors. A template for an agenda is at Annex A.



**3.2.** Any Member of the working party may take brief minutes to record the reason(s) for an agreed action. A template for Minutes is at Annex B. A copy of the draft minutes shall be supplied to the clerk and all councillors. A copy of signed minutes shall be supplied to the clerk once available.

#### **4. Reporting**

- 4.1.** The Chair will be the main point of contact for the clerk, councillors and members of the public. The clerk and Chair of the parish council shall be copied into any written responses to members of the public.
- 4.2.** Draft (signed if available) minutes shall be accepted as a report to council meetings. A short verbal report may also (optionally) be given by the Chair. These shall not form the basis of a resolution unless the specific item is on the agenda.
- 4.3.** The Chair (or vice Chair) will supply recommendations for a resolution for an Agenda to the clerk and will propose it at that council meeting.
- 4.4.** Additional written reports or papers (if required) to support a resolution shall be provided to the clerk to circulate with a council meeting agenda.
- 4.5.** The working group will summarise its activities for the year in a short-written report to Council at its Annual Meeting (if requested to do so).
- 4.6.** A member of the working group shall report in person to parishioners at the Annual Parish Meeting.

#### **5. Limitations**

- 5.1.** Working groups cannot make decisions on behalf of the Parish Council and no funding or monies shall be spent, or committed, without delegated authority or prior Council approval.
- 5.2.** All formal written correspondence with external organisations, or businesses, shall be sent via the clerk on behalf of OPC and not from any individual of a working group.
- 5.3.** A working group shall abide by the policies and procedures of OPC as published on the website. The clerk will provide any further guidance required.

#### **6. Privacy and Freedom of Information**

- 6.1.** The names of working party members will be published in the minutes of the parish council meeting at which they are appointed.
- 6.2.** Contact details of members of the working party shall be supplied to the clerk by the Chair. By joining a working party members consent to their address, email address, and telephone number being stored electronically and made available to other members of the working group and the clerk. Such information shall not be distributed further without their express consent.



6.3. Minutes, emails and reports etc. relating to working groups are potentially public under Freedom of Information, but will not be routinely published,

## **Annex A**

### **Template for Working Party Agenda**

#### **AGENDA**

A Meeting of Onehouse Parish Council **insert name** Working Group (**insert acronym**) will be held on **insert day of week, date at insert time and venue**

**Note: Numbering will be : Acronym of working party / year/month /item Example shown below for Working Group meeting in January**

CWG/25/01/01 To receive apologies for absence

CWG/25/01/02 To receive any Declarations of Interests

CWG/25/01/03 To approve as a correct record the minutes of the last meet held on insert date

CWG/25/01/04... For example, To discuss / recommend /review / investigate ....

## **Annex B**

### **Template for Working Party Minutes**

Draft Minutes of Onehouse Parish Council **insert name** Working Group (**insert acronym**) on **insert day of week, date at insert time and venue**

Members Present: **Cllr name surname (Chair) Cllr name surname (Vice Chair) name surname - all other members in alphabetical order**

Guests Present: **None OR Guest name surname, designation, and what agenda item they are present for.**

CWG/25/01/01 **Apologies from name surname (all absent people to be listed)**

CWG/25/01/02 **Declarations of Interests: None or name surname in respect of Agenda item X due to??. (for example: John Smith for Item 9 as he has a business that would benefit**

CWG/25/01/03 **Minutes of last meeting: These were approved and signed by Chair**

**If any changes required the Chair WRITES them on the hard copy and initials as well as signing the entire thing.**

CWG/25/01/04 **EXAMPLE Requirement for ..... was discussed and it was agreed that the Chair shall put this on the agenda for next parish council meeting**

**ONEHOUSE PARISH COUNCIL**  
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website: <https://onehouseparishcouncil.gov.uk>



CWG/25/01/05 **EXAMPLE** It was agreed that X and Y would visit the site and report back to members by email.

Date of next meeting was agreed to be **insert date, time and venue**

Meeting closed at **insert time**

Minutes written by **Name, Surname**

Signed by..... Chair / Vice

Chair (delete as appropriate)