



SALEHURST & ROBERTSBRIDGE PARISH COUNCIL

PARISH COUNCIL WORKING GROUPS POLICY

Approved by the Parish Council: 20 July 2026 Minute ref: 26/27-31c.i

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.

Full Council may form or disband a Working Group to carry out tasks as defined by Full Council.

Specific Terms of Reference will be prepared by the Clerk in conjunction with the nominated Chair of the Working Group for ratification at Full Council.

1. Membership

- Members of the Working Group will be appointed by the Parish Council.
- A Working Group will consist of a minimum of one elected Member of the Council, unless specifically specified.
- A Clerk may be a member of, or a point of contact for, a Working Group.
- With the authority of the Full Council the Working Group can co-opt members of the public (lay members) who have specific knowledge or expertise on the subject to assist the Working Group.
- The Term of Membership for a Working Group will generally be for a period of one year or until the next Annual Meeting of the Full Council.

2. Chair

- The Chair should be an elected Member of the Council unless otherwise specifically agreed by the Full Council.
- A Chair will be proposed by the Working Group and ratified by the Parish Council.
- The Chair will be the main point of contact for the Clerk and the Parish Council.

3. Powers

- Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Full Council.

4. Responsibilities

- The Full Council will approve the scope of the Working Group and its full terms of reference.
- No funding or monies can be spent or committed without prior Full Council endorsement.
- The Working Group will arrange its own meetings and schedule of work.
- The Chair of the Working Group, if unable to attend a meeting of the Full Council, may nominate another elected member of the Working Group to make the progress report.

5. Meetings of Working Groups

- A Working Group does not meet in public; therefore, Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group.
- Formal agendas and minutes are not required.
- The Clerk to the Council should be notified of any meeting with at least 3 working days' notice.
- For the meeting to be quorate at least 50% of the members of the Working Group should be present (or on-line if the meeting is held remotely).
- The continuing need for a Working Group will be reviewed by the Full Council at its Annual Meeting.