

Magor with Undy Community Council

GENERAL TERMS OF REFERENCE AND SCHEME OF DELEGATION Working Group/Parties

These Terms of Reference are supplemental to, and do not in any way override, the Community Council's standing orders and/or financial regulations.

Full Council or suitably authorised Committees may form or disband a Working Group/Party who will carry out tasks as defined by Full Council or the authorised Committee. Specific Terms of Reference will be agreed at the point of the Working Party being established.

1. Membership of the Working Group/Party

- a) Membership of the committee will be as decided at the meeting at which it is established;
- b) The Working Party must consist of at least 4 people, any one of which may be a councillor;
- c) The committee shall be subject to a quorum of one third, or a minimum of three of its members (whichever is the higher number).

2. The Leader

- a) The Leader of the Working Group/Party will decide on a date and time of the first Working Group/Party meeting.

3. Conduct of Meetings

- a) A Working Group/Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies;
- b) All Members of Council are to be informed of any meetings of any Working Group/ Party; and are able to attend and ask for any relevant Working Group/ Party documentation.

4. Powers and responsibilities of a Working Group/Party

- a) To tackle issues as directed by either Full Council or authorised Committee;
- b) To be task specific;
- c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council or relevant Committee;
- d) To make recommendations either to Full Council or the relevant Committee by way of a written report explaining the recommendations, reasons and options available;
- e) No funding or monies are to be spent or committed by a Working Group/Party;
- f) Working Group/Parties cannot make decisions on behalf of the Town Council, and any recommendations made by working parties will be subject to approval by the Council or suitable authorised committee.