

## Working Group Terms of Reference

### **1. Working Group**

The Group is a working group of Stalham Town Council.

### **2. Members**

The Working Group is made up of Councillors. The quorum of the Working Group shall be 3 Members.

Any members wishing to join the working group must be agreed and voted on by Full Council or the Standing Committee of Council that appointed it.

No more than 5 members shall be appointed to the working group.

### **3. Chairman and Vice-Chairman**

The Chairman and Vice-Chairman are to be appointed by the working group at their first Meeting.

### **4. Meetings**

The working group will call meetings as and when needed.

### **5. Terms of Reference**

To review the Terms of Reference of the Working Group at the Annual Meeting of the Council and when necessary, the working group to make appropriate recommendations to Full Council or the Standing Committee that appointed it.

### **6. Responsibilities**

The Working Group has the overall responsibility for the management of the task given to it by either Full Council or a Standing Committee of the Council.

The Working Group must ensure they run in accordance with legislative requirements, regulations, and guidelines.

These will include:

- To report make recommendations to Council or the Standing Committee that appointed it.
- To ensure protocols and guidelines from Councils insurance company are adhered to.
- All financial spending to be agreed by Full Council.
- The Working Groups recommendations are to be agreed by Full Council or the Standing Committee that appointed it.

### **7. Minutes**

Informal minutes will be taken at the meeting and distributed to Working Group members and Full Council or the Standing Committee that appointed it.

### **8. Reporting to Council**

The Chair of the Working Committee must report to Full Council or the Standing Committee that appointed it.