

**Stalham Town Action 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 and residents of Stalham. The quorum of the Working Group shall be 5 Members.

Any member wishing to join the working group must be agreed and voted on by Full Council .

No more than 15 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 and this will be a member of Stalham Town Council.

**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 overall responsibility for the management of the task given to it by Full Council.

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

These will include:

- To ensure protocols and guidelines from Councils insurance company are adhered to.
- All financial spending is to be agreed by Full Council.
- The Working Group must put all their recommendations to Full Council and must not act ultra vires

**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 Group must report to Full Council.