

# **COLLINGHAM WITH LINTON PARISH COUNCIL**

## **WORKING PARTY**

Terms of Reference

Version: 1.0 FINAL 3<sup>RD</sup> June 2025

These Terms of Reference were reviewed and adopted by the council at its meeting held on 1<sup>st</sup> July 2025

Signed : *Marianne Moses*    Marianne Moses    Chairman    Date : 01/07/2025

## **1.0 Purpose**

**To complete task and finish activity**

## **2.0 Membership**

The working party may consist of both Parish Councillor and Non-Parish Councillor members. The working party should comprise of no less than three and no more than eight members {two of whom must be Councillors}. The chair must be a councillor and is to be elected by the associated committee and further approved at full council.

All working party members must be reported to full council.

## **3.0 Convening**

The chair of the working party shall convene meetings as and when required. Members will be requested to attend meetings. Notes will be taken by a working party member, approved, and then provided to the clerk within one month of any meeting and will be retained by the clerk to the council.

## **4.0 Meetings**

Meetings may be open to the general public. Members of the public who attend should be given the opportunity to ask questions or make representations on matters of concern to them. Councillors who are not on the working party may also attend as members of the public.

## **5.0 Quorum**

The quorum for the working party shall be three.

## **6.0 Documents**

The chair of the working party shall produce all documents required for the working party's operation.

- I. Agendas shall be issued to all members ahead of any meeting.
- II. Draft notes will be circulated to all working party members.
- III. Notes of all meetings will be recorded by one of the councillors present at the meeting.
- IV. Approved notes will be passed to the Clerk to be received by:
  1. The associated committee for consideration.
  2. The full council for information only.
- V. Proposals from this working party shall be forwarded to the Clerk for inclusion on standing meeting agendas a minimum of ten days before the agenda will be issued, and will be subject to the same rules for acceptance/ rejection prior to going to:
  1. The associated committee for consideration/ recommendation {and/or any other standing committee for feasibility prior to consideration}
  2. The full council for approval

## **7.0 Specific Responsibilities**

The working party has the specific responsibility acting on behalf of the associated committee on the following matters:

- I. FOR EXAMPLE To complete the planning for Christmas 2025 including the management of Christmas lights and their traditional switch on event, noting that orders with LCC should be placed by the Clerk no later than September
- II. To make enquiries, gathering information and talk to relevant subject matter experts.
- III. To prepare clear proposals including all of the implications associated with the task within the working parties agreed scope, along with its supporting financials presented in line with the Financial Regulations prior to requesting the associated committee make recommendation to the full council.

### **8.0 Working Party Duration**

This working party should operate for a period of no more than **seven months** and is subject for a review on its effectiveness by full council at three monthly intervals.