



Full Council Meeting – 30 July 2015

Agenda Item CC1506/15

Working Parties 2015/16

Introduction

To agree the membership of three working parties. One is the production of the Parish Pump, second the land transfer, and thirdly a possible review of the workings and structure of the council meetings.

Discussion Narrative

We require three Working Parties to take forward important business for the PC.

1. The Parish Pump. To bring together articles and edit the Parish Pump.
2. Land Transfer. This has already started in the previous council, but needs new members to push this issue forward. The first step is to enter a meaningful dialogue with TRDC about the future ownership of the Green and Stones Orchard. Also all the other land that TRDC own should reviewed and the benefits of further land transfer considered.
3. Review of the workings of the PC, especially the meetings and how they are set out. Is it possible to make our meetings more efficient and even combine them or have them on the same evening. The working party should research other councils looking for good practice that may be relevant to our own. This will then lead onto a full review of and update of the standing orders.

Working parties can be any size. This motion will give delegated powers to the Clerk to be advised by the working party and to come back to a future FCM with recommendations. Working parties can meet in any location. However they cannot make any decision to recommend to the Full Council without agreement of the Clerk.

The Clerk has prepared terms of reference for working parties and these are attached.

Recommendation(s)

- Agree the membership of working parties for:
 - Parish Pump
 - Land Transfer
 - Review of Council working and meetings
- To delegate to the Clerk to progress these issues with the advice from the working parties.

Parish Council Working Party Guidance

A Working Party is exactly what the name suggests and it is a party of Councillors (minimum 2) and co-opted Members that will examine in detail a specific issue. The leader of the working party will have to be appointed/ratified by Council. Co-opted Members of the Working Party who are not Parish Councillors will have to be agreed by the Council.

Working parties are not Clerked and are not required to meet in public, nor to have their meetings minuted although it is good practice to do so. Accordingly Working Parties should prepare agreed notes from their meetings and pass a copy to The Clerk of the Council. A Working Party cannot make decisions or otherwise act formally on behalf of the Parish Council; but may gather facts and opinions and may bring reports and recommendations forward to a full meeting of the Parish Council.

Generic Terms of Reference:

- To examine an issue in detail, read reports and related materials
- Examine options, and obtain specialist advice for the Council
- To acquire specialist knowledge and/or liaise with specialist experts
- To make recommendations to the Council or the instructing Committee
- To provide specialist support to the Council or instructing committee by explaining their recommendations in layman's terms
- To answer questions from the Council or Committee in their delegated area of specialist knowledge
- Working Parties do not have any delegated powers to make decisions binding on the Parish Council
- Working Parties cannot make any decision to recommend to the Full Council without agreement of the Clerk

Other Considerations for Working Parties:

- Chairman/Leader of the working party must be a Councillor – Chairman and Vice Chairman of Council are ex officio members);
- Can't make decisions or formally act on behalf of Council;
- Standing Order 5.1 does not apply (re mtg start time);
- Standing Order 5.4 does not apply (re mtg having to be public);
- Other Standing Orders may apply;
- Always observe the principles of Standing orders.