



# **Lympstone Parish Council Working Groups**

## **– Terms of Reference**

The following Working Groups Terms of Reference was adopted and agreed by Lympstone Parish Council on 9<sup>th</sup> January 2023.

### **Terms of Reference - Working Groups**

#### **Purpose:**

The reason for creating a Working Group (WG) is to assist in Parish Council business by making use of residents' knowledge, expertise and goodwill. The Lympstone Parish Council's Minute that resolves to set up a WG will establish the Working Group's purpose. If required the WG will canvas opinion from individuals, the wider community, organisations and businesses. The Group will also be responsible for the fair and accurate analysis of the information obtained.

#### **Membership and Quorum:**

The WG shall consist of a maximum of 6 (six) members, with the option to increase the WG numbers, subject to a resolution by the Parish Council. This will be agreed depending upon the work commitment of the group; at least one member will be a link Parish Councillor to liaise with the group. All Working Groups shall comprise of members from a broad cross section of the local community. The WG will have a quorum of 3 members with at least 1 of these being a Parish Councillor.

#### **Roles and Responsibilities:**

It is required that all WG members abide by Lympstone Parish Council Code of Conduct, copies of the Code will be distributed to members as they join the Group. All WG members will need to abide to the section requiring declarations of pecuniary and other interest as per Parish Councillors. Declarations of interest from all members will be noted in the Minutes of WG meetings as a public record at the start of each and every WG meeting. For further information see the Guide to Declarations of Interest.

#### **Meetings and Minutes:**

The WG shall have scheduled meetings which will be notified to the Parish Clerk and regular attendees of the WG. Unscheduled meetings can be arranged between WG members as long as the Quorum is maintained and the Clerk informed. Minutes of WG meetings should be kept noting dates, times, places, Declarations of Interest and recommendations to be made to the P.C. Minutes should be presented to PC meetings in the form of a Report which can then be attached to the PC's own Minutes.

### **External Communications:**

External letters/communications on behalf of Lympstone Parish Council shall be sent to the PC first for approval and confirmation of content prior to it being sent. The Clerk shall be copied into any further ongoing correspondence. Personal communications between friends/colleagues when sent from working group members related to WG topics should be copied to the Chair of the working group to be added to any reports as appropriate.

### **Finance and Funding:**

Notification of all planned expenditure must be given as a budget to the Parish Council before actual costs are incurred. Invoices will be made out in the name of the PC who will pay them, on approval, at the next scheduled Parish Council meeting.

### **Dissolving the Working Group:**

At the conclusion of the Working Group remit the WG will dissolve. All supporting documentation will be passed to the Clerk for record keeping.

### **Current Working Groups with link Parish Cllrs:**

Working Group	Link Cllrs
Lympstone Flood Resilience Group (LFRG)	Cllr Atkins, Cllr Staddon,
Getting Around Group / Active Travel	Cllr Hill
Lympstone Community Hub	Cllr Linfoot, Cllr Staddon
Friends of Lympstone Open Spaces (FLOS)	
Friends of Gulliford Burial Ground (FOGBG)	Cllr Staddon, Cllr Beatty
Exe Estuary Trail (EET)	
Lympstone Neighbourhood Plan (LNP)	Cllr Linfoot

*Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council*

Date of next review: January 2024