Lympstone Parish Council Working Groups

– Terms of Reference

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

The following policy was reviewed and agreed by Lympstone Parish Council on **6th October 2025.**

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 liase 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.

Insurance

For insurance purposes, it is imperative that working groups provide the Clerk to the Council with the following information before undertaking any activity or event:

Name of Working group and activity/event:	
How often these activities/events are likely to take place?	
How many volunteers and how many hours at each session?	
Confirm what tools are likely to be used? What training has been given for use of tools?	
What H&S training and PPE has been considered?	
Will you be working/walking on the road at all, or is it on pavements/grass? If on roads, what type of roads ie. A roads, B roads, etc and what have you	

mandated as part of your risk assessments to protect the volunteers in those environments?	
Risk Assessment given to the Clerk.	

Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council

Date of next review: **October 2026.**