

HOUGHTON AND WYTON PARISH COUNCIL

Houghton and Wyton Parish Council Working Parties

Terms of Reference

- The full council may, within its powers, set up a working party of members and officers for the detailed study of any matter referred to it.
- The working party should be briefed with a clear definition of the objectives of the working party.

o Objective: The purpose of the Working Parties is to oversee a process that will result in the preparation of draft policies and working practices for Houghton and Wyton Parish Council.

- All members of the working party will declare any personal interest that may be perceived as being relevant
- The Working Party will report to the Parish Council.
- The Working Party shall not have power to exercise, on behalf of the Parish Council, any authority, nor to incur expenditure without prior authority from the Parish Council.
- The Working Party is informal and meetings can be held anywhere, without public notice. They do not need to be open to members of the public; therefore formal minutes are not required.
- Notes should be taken to facilitate reporting back to the Parish Council.
- The working party shall refer back to the full Parish Council with findings, and recommendations shall be made to the Parish Council for decision making. Decisions may only be made by the full Council (or quorum, as per the Local Government Act), and not the working party alone.
- The Terms of reference will be reviewed throughout the project and amended as required, and will require full parish Council agreement.

Officers and Clerking Arrangements

- The Parish Clerk shall act only as an advisory officer as needed.