



TERMS OF REFERENCE WORKING PARTIES

Date of adoption: 28th October 2025

Reviewed on 26th May 2026

1. Purpose of a working party

A Working Party is a task-specific, time-limited group appointed by Tickhill Town Council to carry out research and gather information on a particular issue or project. Working Parties and task and finish groups are non-decision-making bodies. All findings, reports, or recommendations must be presented to Full Council at a scheduled meeting for consideration and any necessary decision-making.

2. Membership

- Membership will be appointed by Full Council either:
 - Annually at the Annual Parish Council Meeting in May, or
 - As and when required throughout the year to support specific projects.
- A Working Party will normally consist of:
 1. Up to four councillors
- Additional ex-officio members with relevant subject matter knowledge may be invited to participate on a non-voting, advisory basis, by resolution of Full Council.
- A Chair may be elected by the Working Party members at the first meeting of the group and reviewed annually if the group operates for more than one year. The Chair will:
 - Preside over meetings,
 - Ensure work progresses efficiently,
 - Have no casting vote as the Working Party does not make decisions.

3. Meetings

- Working Parties will meet as required to progress the project, as agreed by members and coordinated by the Chair.

- Meetings will not be public, as the group has no decision-making function and operates as a research and discussion body.
- A summary of discussions and findings must be documented after each meeting and shared with the Clerk for inclusion in council records. If consideration by the Full Council is required, this should be sent to the clerk for inclusion in the agenda pack as per 9.b of the council's Standing Orders.

4. Quorum

- The quorum for a Working Party shall be three members, at least two of whom must be parish councillors.
- There must be a quorum for a meeting to proceed.

5. Documentation and Reporting

- Meeting notes must be taken and circulated to all Working Party members.
- A written report of research, findings, and any recommendations must be submitted to the Clerk for presentation at the next appropriate Full Council meeting.
- Reports are for consideration only by Full Council, who retain all decision-making powers.

6. Responsibilities

- The Working Party will:
 1. Undertake detailed research or exploration of a specific issue or project as outlined by Full Council.
 2. Liaise with relevant bodies, community members, or experts as necessary.
 3. Prepare reports summarising options, outcomes, and/or recommendations, based on evidence and research.
 4. Submit reports to the Clerk and Full Council for discussion and any required decisions.
- The Working Party must not:
 - Commit the Council to any action or expenditure,
 - Represent the Council publicly without prior resolution of full council,
 - Make any policy decisions.
 - Make any decisions on behalf of the Council

7. Lifespan and Dissolution

- A Working Party exists only for the duration of the project it was set up to support. Once the research is completed and the final report submitted to Full Council, the Working Party will be disbanded unless otherwise agreed by resolution of the full Council.

8. Review of Terms of Reference

These Terms of Reference will be reviewed annually at the first Full Council meeting following the Annual Meeting of the Parish Council and may be amended by resolution of the Council.

Adopted by Tickhill Town Council at its meeting held on: 28th October 2025

Reviewed by full council at its Annual Meeting on 26th May 2026

Next review date: May 2027