



WILLAND PARISH COUNCIL

1. COMMITTEE TERMS OF REFERENCE

General

- 1.1 The Full Council shall consist of all elected members of the Parish Council and will be responsible for all matters in relation to the business of the Parish Council as shall be required by Law.
- 1.2 Full Council may appoint committees and sub-committees to deal with various aspects of its business in accord with specified 'Terms of Reference'. These committees may also recommend actions and policy for final approval or ratification by Full Council.
- 1.3 All committees and sub-committees shall operate within the law, Code of Conduct, Standing Orders, Financial Regulations and Policies determined nationally and locally.
- 1.4 Specified 'Terms of Reference', to be agreed at the first meeting of the committee/sub-committee and referred to Full Council for approval.
- 1.5 The Clerk to the Parish Council [Proper Officer] shall be responsible for administrative support for all committees and sub-committees.
- 1.6 Any committee or subcommittee may co-opt additional councillors or members of the public for specific projects or purposes.

2. WORKING GROUPS

General

- 2.1 Full Council may appoint working groups to consider specific projects or areas of work. Membership shall consist of an agreed number of Councillors. Members of the public may be invited to join the group to involve residents in local matters of interest or to provide expert opinion and advice.
- 2.2 The working group may develop proposals or projects for a specific area of work but **do not** have the power to make decisions. All proposals and projects **must** be referred to Full Council for consideration and decision.
- 2.3 Where deemed appropriate working groups will operate within specified 'Terms of Reference' to be agreed at the first meeting of the group and referred to Full Council for approval. This will usually be the case for longer and more involved projects.
- 2.4 The Clerk to the Parish Council [Proper Officer] shall be responsible for administrative support for all working groups.

Adopted at the Full Council Meeting on 10 September 2015

Reviewed and updated on an annual basis.

Reviewed May 2026