



## Working Party Protocol

This protocol for Working Parties has been prepared in response to the changing nature of parish councils since the Localism Act in 2011. West Monkton Parish is now quite large and getting larger which brings with it a wide a variety of issues and problems.

Areas that, in the past, have been easily dealt with as part and parcel of the day to day business of the Parish Council are now more complex and the working party is an efficient way to proceed with the business of the PC. Future areas that could benefit from a working party include allotments, neighbourhood plan, traffic consultation, planning liaison with Somerset West and Taunton Council.

The following is a suggested framework for the terms of reference for Working Parties.

### **1. Membership**

The Council may appoint working parties to discuss items affecting the parish, to meet with other electors, officials of other bodies, contractors and to discuss issues in detail.

Members of the working party will be appointed every year at the Annual Parish Council meeting.

The constitution of the working party shall be a minimum of three members and may include non-councillors

A leader will be appointed for the working party every year at the Annual Parish Council meeting. The leader will be the main point of contact for Council staff, Council members and members of the public.

Any member of the Parish Council can attend the working party, whether appointed to it or not.

### **2. Powers**

The Working Party has no spending powers nor can it make decisions on behalf of the Parish Council. It is an advisory group with no delegated powers of the Parish Council.

### **3. Responsibilities and areas of operation**

Working parties are not a public meeting so do not have to be advertised.

Working parties look at specific areas or problems which may be identified in the areas of operation when the working party is set up.

Working parties report monthly to The Parish Council for a resolution on any important decisions recommended; and for a resolution to spend money on a particular item. The Working Party has no spending powers nor can it make decisions on behalf of the Parish Council.

### **Bibliography**

WMPC Standing Orders

NALC Legal Topic Note 7 Oct 2013 Non-Councillor Members of Committees

NALC Legal Topic Note 1 August 2014 Councils Powers to discharge their functions