**Hazlemere Parish Council Communications Working Party Terms of Reference**

These Terms of Reference were adopted by Full Council at its Meeting held x

Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council.

**The Role of a Working Party for Hazlemere Parish Council**

* To tackle issues as directed by the Council.
* To be task specific and time limited.
* To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
* To act as experts and/or liaise with experts.
* To make recommendations to Council.
* To explain the recommendations, reasons, options to Full Council by way of a written report.
* To answer questions from the Council.
* No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.
* To discuss, monitor and keep a watching brief as directed by Full Council.

**Working Party relationship**

* The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
* The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

**Operations of the Working Party**

* A Working Party will have not have aBudget, but will propose Budget amounts for projects to Full Council.
* The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
* The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
* A Working Party must consist of at least 2 Councillors.
* Quorate: Minimum of 1 Councillor at each meeting.
* Work priorities and co-option of named experts to be approved by Full Council.
* Prepare notes of meetings for Full Council to report on any activity and progress.
* A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
* To examine options and make recommendations to Full Council.
* All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

**Purpose of the Hazlemere Communications Working Party**

* To recommend to Full Council a company to create a new website for Hazlemere Parish Council.
* To ensure current website is ‘fit for purpose’ until the new website is up and running.

**Membership**

Cllrs F Doonican, P Fleming and the Clerk with input from Clerk’s Assistant and Administration Assistant.

Lead Councillor P Fleming.

**Last reviewed: December 2021**

**To be Reviewed: December 2023**