

HINGHAM TOWN COUNCIL

Standing Orders for Working Parties.

1. The Town Council may set up a working party to discuss and make recommendations concerning any area of work for which the council is responsible.
2. The number of members in a working party shall be at the discretion of the Council, but should normally be three, five or seven. A quorum shall be $\frac{1}{3}$ or 2 whichever is the greater.
3. The Town Council Chairman shall be an ex-officio member of any working party.
4. Unless matters of a confidential nature are to be discussed, working parties shall have powers to co-opt members who are not members of the Town Council.
5. All decisions and correspondence of the working party must be referred to the Town Council for endorsement.
6. If the Town Council decides to nominate representatives to form part of a working party with one or more other organisation, these representatives shall be given clear terms of reference in writing.
7. When a working party is set up members shall be given clear terms of reference before its first meeting.
8. At the first meeting of any working party, the first business shall be the election of a Working Party Chairman. The Working Party Chairman will be a member of the Town Council. The second item of business shall be the appointment of a secretary, unless the Town Clerk is present and has been asked by the Council to act in that capacity.
9. It shall be the duty of the Working Party Chairman to ensure that all members of the working party are informed of all meetings of the working party.
10. The secretary of the working party shall keep short notes of the reasons for all recommendations to the Town Council, which shall be available to all members of the Town Council at that Council meeting at which these recommendations are discussed and shall form part of the minutes of that meeting.
11. Working parties shall be time limited and shall not act as standing committees. The expected time scale shall be agreed when the working party is set up. Working Parties shall be reviewed annually.