



LYMINGE PARISH COUNCIL

COMMITTEE AND WORKING GROUPS POLICY

Agreed on: 13.05.24

Review due: By June 2025

General

The Parish Council on the whole is a committee, the meetings of that committee are referred to as 'Full Council'. Full council has the power to delegate some of its statutory functions/powers (legal responsibilities) to other committees i.e Finance and Administration. These smaller committees may organise working groups for approaching specific tasks i.e organising a parish event or writing a Neighbourhood Plan.

Working groups and committees differ in their structure.

Committees are made up of councillors, their meetings are open to the press and public, require properly given notice/agendas and they are able to have delegated responsibilities/powers.

Working groups are made up of councillors and members of the public, their meetings are not required to be open to the public and they are not allowed delegated responsibilities - they are, however, required to adhere to council policies.

While the meetings of working groups are not required to be open to the public, any findings and recommendations must be minuted and a report submitted to their governing committee. These reports are then discussed by the governing committee before any recommendations and reports are submitted to the Full Council.

All councillors are summoned to attend meetings of the Full Council, however councillors are not required to attend meetings of any other committee of which they are not a member.

Each committee is required to have a minimum of 4 members and each councillor should aim to be a member of at least one committee other than the Full Council. The Chair and Vice-Chair of the council are ex-officio members of every committee, sub-committee and working group (apart from the personnel committee and any sub-committee) however are not summoned to meetings unless they are full members of that committee. Each councillor is only permitted to hold one

'office' of chair except in circumstances where there are not enough councillors to allow for this rule.

Each committee can produce sub-committees and working groups to action tasks that have already been agreed by Full Council, without having to have each individual sub-committee or working group approved.

Membership of committees shall be decided at the Annual Meeting of the Parish Council except where councillors are co-opted. Membership to committees, sub-committees and working groups along with the council's committee/working group structure, can be found on the Lyminge Parish Council website or by emailing the Clerk.

Membership to working groups:

To be a member of a working group the individual must live, work or attend school in the parish. There is no requirement for the member to be over the age of 18. Any member under the age of 18 must attend meetings with a parent or guardian who is over the age of 18.