



GRAVENHURST

Parish Council

WORKING GROUP TERMS OF REFERENCE

As re-adopted at a meeting of Gravenhurst Parish Council on 27th November 2025

CONTENTS

DOCUMENT CONTROL.....	3
DOCUMENT AMENDMENT HISTORY	3
1. INTRODUCTION	4
2. OPERATION OF WORKING GROUPS.....	4
3. TERMS OF REFERENCE – GALLOP WORKING GROUP	6
4. TERMS OF REFERENCE – BUDGET WORKING GROUP	7

DOCUMENT CONTROL

Organisation	Gravenhurst Parish Council
Title	GPC Working Group Terms of Reference
Creator	Alessandra Marabese - Clerk
First Adopted	Monday 27 th November 2025
Last Approved	Monday 27 th November 2025
Distribution	Internal and External
Filename	GPC Working Group Terms of Reference v1.0 2025©
Owner	Clerk
Subject	Procedural
Protective Marking	None
Review date	Annually

DOCUMENT AMENDMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
1.0	Creation	27/11/25	Policy Created

1. INTRODUCTION

- 1.1. To ensure the most effective management of Parish Council business and time, some Parish Council business and issues are reviewed and discussed by Working Groups who then make recommendations to the Council at formal Parish Council Meetings who make final decisions.
- 1.2. The Council reviews Working Groups and their membership at the Statutory Meeting of the Parish Council, held each May.

2. OPERATION OF WORKING GROUPS

- 2.1. The Parish Council and any of its standing committees can set up working groups to carry out tasks as defined by the Council or a committee.
- 2.2. The purpose of working groups formed by councillors and members of the public is to meet to discuss issues, explore options and develop plans and then report back to the council or committee with recommendations. Subsequently, working groups may be tasked to deliver their plans. They have no decision-making powers but simply present the Council or committee with their findings. Their ability to give particular topics that much more time outside agenda-driven meetings can be invaluable.
- 2.3. When setting up a working group, the Council or committee must set clear terms of reference for it regarding objectives, scope and outcome(s). These will be approved by the Council before the Working Group is formed. Once their work has been completed, the Working Group will be disbanded.
- 2.4. The Terms of Reference will include details on whether the Working Group reports to the Council or a committee, and all members of the Working Group will sign it to confirm acceptance.
- 2.5. The Terms of Reference and membership will be published on the Council's website.
- 2.6. The number of councillors able to join a working group will be decided at the time of its formation but it must consist of no fewer than two councillors or one councillor and the Parish Clerk.
- 2.7. The Working Group will notify the Council or committee of the name of the chair once they are appointed after the first meeting.
- 2.8. A quorum for any meeting of a working group will be two members, at least one of whom must be a councillor.
- 2.9. The role of the Council or committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and, in the case of a committee, to be satisfied with them before making any recommendations to the Full Council.
- 2.10. A working group will be accountable to its sponsoring committee unless agreement is made, due to expediency and subject to agreement via email of a majority of members of that sponsoring committee, for recommendations to be made directly to the Full Council.
- 2.11. The Working Group must provide the Council or committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).
- 2.12. A working group will not have a budget. The budget will remain with the Council or sponsoring committee.
- 2.13. The Parish Clerk will provide administrative support for all working groups.

- 2.14. Working Groups do not meet in public therefore the council's Standing Orders are not applicable. However, the Code of Conduct still applies, and declarations of pecuniary and other interests will be required at each meeting.
- 2.15. All working groups will follow all relevant council policies including but not limited to the:
- Freedom of Information
 - Data Protection Policy
 - Code of Conduct Policy
- 2.16. All documents and records produced, and emails shared by working groups will be retained for 7 years in accordance with the council's Retention and Disposal Policy.

3. TERMS OF REFERENCE – GALLOP WORKING GROUP

3.1. Purpose and objective

- 3.1.1. This is a working group whose role is to assist organise the annual Gallop with the Gallop Committee and to distribute the profits of the Gallop to those village organisations that take part, commensurate with their involvement in the Gallop.

3.2. Decisions

- 3.2.1. The working group can make recommendations to Full Council, but it is not a decision-making body.

3.3. Membership

- 3.3.1. Councillor Lockey and the Parish Clerk will be members of the working group.
- 3.3.2. Mr Geoffrey Flavell-Matts will be a member of the working group.
- 3.3.3. Other members of the public may be invited to join the working group and or attend working group meetings. Membership will be dynamic and may change in response to the requirement for additional skills and experience.

3.4. Chairmanship

- 3.4.1. At the first meeting of the Working Party a chairman will be elected.
- 3.4.2. The Parish Clerk cannot be elected as the Chairman.

3.5. Meetings

- 3.5.1. Meetings of the working group will be held as and when required at a location agreed by the Working Group.
- 3.5.2. Minutes need only be taken if required.
- 3.5.3. The process is to be managed by a project plan with actions.

3.6. Financial Controls

- 3.6.1. The payment of all expenses will be authorised and paid via the Parish Council bank account.

3.7. Reporting

- 3.7.1. The Clerk or a councillor, who is a member of the Working Group, will report at the Parish Council meetings.

4. TERMS OF REFERENCE – BUDGET WORKING GROUP

4.1. Purpose and objective

- 4.1.1. This is a working group whose role is to assist prepare the annual budget and precept request focusing on best value for money and efficiency savings where possible.

4.2. Area of operation

- 4.2.1. Ensure that funds are allocated to reflect the Council's strategic priorities.
- 4.2.2. Ensure that the Council's financial obligations can be met.
- 4.2.3. Ensure that budget planning considers the longer term needs of residents and that financial commitments are sustainable.
- 4.2.4. Scrutinise the draft budget line by line to ensure projected income and expenditure is accurately reflected.
- 4.2.5. Ensure that all new expenditure lines are fully justified.
- 4.2.6. Identify where savings can be made.
- 4.2.7. Consider where identified surpluses from previous years can be redeployed.
- 4.2.8. Scrutinise and evaluate the level of reserves.
- 4.2.9. Scrutinise any proposed transfers to and from reserve funds.
- 4.2.10. Consider options for raising, maintaining or reducing the Precept.
- 4.2.11. Identify any further clarifications, information and amendments that are needed before the proposed budget is presented to the Council.

4.3. Decisions

- 4.3.1. The working group can make recommendations to Full Council, but it is not a decision-making body.

4.4. Membership

- 4.4.1. Councillors Lockey and Green-Noo and the Parish Clerk will be members of the working group.
- 4.4.2. All Members of the Council are to be informed of any meetings of the Working Group and can attend, input and ask for any relevant Working Group documentation.

4.5. Chairmanship

- 4.5.1. At the first meeting of the Working Party a chairman will be elected.
- 4.5.2. The Parish Clerk cannot be elected as the Chairman.

4.6. Meetings

- 4.6.1. Meetings of the working group will be held as and when required at a location agreed by the Working Group.
- 4.6.2. Minutes need only be taken if required.

4.7. Financial Controls

- 4.7.1. None required

4.8. Reporting

- 4.8.1. The Clerk or a councillor, who is a member of the Working Group, will provide recommendations at the January Parish Council meeting for consideration by Full Council

4.9. Life of the Working Group

- 4.9.1. The Working Group will cease when the Council has submitted its' precept to the Local Authority.