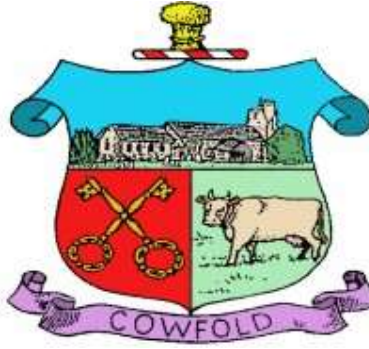




COWFOLD PARISH COUNCIL

Parish Council Working Groups – Terms of Reference

1. Purpose

Working Groups are established by the Parish Council (“the Council”) to support work relating to various topic areas. The Groups will explore issues, gather information, and develop recommendations for Council decision.

2. Scope of Work

The Groups will:

- Identify key matters, risks, and opportunities within its remit.
- Undertake research, consultation, or evidence-gathering as needed.
- Prepare options, proposals, or draft documents for Council consideration.
- Ensure all work aligns with Council policies and statutory requirements.

3. Authority

The Groups may:

- Request information or support from the Clerk.
- Engage informally with residents, stakeholders, and partner organisations.
- Seek quotations or preliminary advice within Council financial regulations.

The Groups **cannot** make decisions or commit the Council to expenditure. All recommendations must be referred to the Council for approval.

4. Membership

- Members are appointed by the Council and may include non-councillors where specialist input is beneficial.

- The Groups will elect a Chair unless one is appointed by the Council.
- Administrative support may be provided by the Clerk where required.

5. Meetings & Reporting

- Meetings will be held as required.
- Notes of meetings will be recorded and shared with the Council.
- The Chair or nominated member will report progress at Council meetings.

6. Conduct

Members must follow the Council's Code of Conduct and handle confidential information appropriately.

7. Review

Each Group will continue until its work is completed or the Council resolves to amend or dissolve it.