



TERMS OF REFERENCE FOR PARISH COUNCIL WORKING GROUPS

Adopted 22nd October 2024

Reviewed 12th May 2026

North Kelsey Parish Council

Clerk – Mandy Coote

Address: 4a March Street, Kirton in Lindsey, Gainsborough, Lincs, DN21 4PH

TERMS OF REFERENCE FOR PARISH COUNCIL WORKING GROUPS

Full Council may form or disband a working group who will conduct tasks as defined by Full Council.

There is no legal definition of a working group, they consist of a small group of members of the parish council and can include members of the public. (Parish Council Officers can be in attendance to provide legal and operational support and advice).

A working group conducts its business on a less formal basis than that of a committee. It:

- Does not have any decision-making powers.
- Does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- Must report back to the parish council with recommendations.

Membership

Members of the working group are to be appointed by Full Council and will consist of a minimum of three, parish council members, with a quorum of two.

In addition, it may co-opt parish residents who are not members of the parish council in an advisory capacity. The opportunity for residents to be aware of and join such groups will be made through the Parish Council Website, Village Newsletter, social media and on the Council's noticeboard.

The working group shall consist of no more than six members.

The term of membership on a working group will be for one year, or to the next Annual meeting of the Council in May.

The Annual meeting of the Council re-confirms working group's membership and remit and can appoint other members to serve for the civic year.

The role of Working Groups for North Kelsey 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 function as experts and/or consult with experts.
- To make recommendations to Council.
- To answer questions from the Council.

Meetings

- Working groups can meet remotely, therefore the Councils 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.
- The Working Group can, if it is so agreed, meet in public. If this is the case an agenda will be published on the Parish Council Website and Noticeboard giving three clear days' notice.

First meeting of the Working Group

- Appoint a lead member (Parish Council member only).
- Establish a remit and action plan for work
- Establish a meeting schedule.

All Working Groups will follow all relevant Council policies.

Role of Lead Member

- The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the council.
- To arrange date, time, and place of next meeting
- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Parish Clerk in good time to meet the agenda.

Formulation of Recommendations

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope, and outcome.
- The Role of Full Council is to question, challenge the recommendations, to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.

Review Date	By Whom	Date Adopted	
Annually	Full Council	22 nd October 2024	
Last Reviewed 12 th May 2026	Full Council		

Working Group	Current Membership	Lead Councillor	Remit	Scope
Environment	Cllr S March Cllr P Bryan Cllr J Slater Cllr E Horstwood	Cllr S March	To improve, monitor and maintain the village environment, helping to ensure that North Kelsey is a pleasant and safe environment for residents and villagers. Where applicable work with other stakeholders to deliver on its objectives. Make recommendations to the full council on matters requiring council expenditure.	<p>a) Monitoring of parish council maintained assets and highlighting any care and maintenance issues to the clerk.</p> <p>b) Monitoring the wider environment and liaising with the appropriate parties including</p> <ul style="list-style-type: none"> • West Lindsey District Council • Lincolnshire County Council • Environment agency and Anglian Water • Landowners <p>c) Requesting specific “clean ups”</p> <p>d) Proposing enhancements to the parish council on environmental matters including</p> <ul style="list-style-type: none"> • Maintenance of open spaces • Maintenance of North Kelsey Cemetery, Playing Field and village green. • Cutting of trees and hedgerows <p>e) The Working Group will have the power to:</p> <ul style="list-style-type: none"> • Develop a timetable and strategy for undertaking the work of the group • Make recommendation to full council. • Co-ordinate community consultation activities. • Gather facts and evidence to test proposed solutions and policies. • Use evidence collected, including that from consultations, to prioritise and develop a policy/recommendation.

Strategic	Cllr J Waite		To improve, monitor and develop a long-term strategy, helping to ensure that North Kelsey is a pleasant and safe environment for residents and villagers in the future	<p>a) Monitoring of parish council long-term planning and liaising with the appropriate parties including</p> <ul style="list-style-type: none"> · West Lindsey District Council · Lincolnshire County Council · Environmental working group · Communication working group <p>b) Monitoring the financial implications of long-term plans and sharing any relevant findings with full council.</p> <p>c) Proposing enhancements to the parish council planning</p> <p>d) The Working Group will have the power to:</p> <ul style="list-style-type: none"> · Develop a timetable and strategy for undertaking the work of the group · Make recommendation to full council. · Co-ordinate community consultation activities. · Gather facts and evidence to test proposed solutions and policies. · Use evidence collected, including that from consultations, to prioritise and develop a policy/recommendation.
Communication	Cllr P Bryan Cllr J Waite Cllr E Horstwood		To improve, monitor and maintain Parish Council engagement with the local community, helping to ensure that local residents are informed and aware of Parish Council business.	<p>a) Monitoring the parish council website and Facebook page and highlighting any issues to the clerk.</p> <p>b) Overseeing the production and delivery of the parish newsletter</p> <p>c) Supporting the clerk with keeping parish noticeboards updated.</p> <p>d) Proposing community events to the Parish Council to boost engagement with local residents</p> <p>e) The Working Group will have the power to:</p> <ul style="list-style-type: none"> • Develop a timetable and strategy for undertaking the work of the group • Make recommendation to full council. • Co-ordinate community consultation activities. • Gather facts and evidence to test proposed solutions and policies. • Use evidence collected, including that from consultations, to prioritise and develop a policy/recommendation.

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