



## **COLEHILL TOWN COUNCIL**

### **WORKING GROUP PROTOCOL – ADOPTED 5<sup>th</sup> May 2026**

All existing and future Working Groups will follow this protocol, with these clauses taken as overriding any conflicting clauses in pre-existing Terms of Reference.

1. The Town Council and any of its Standing Committees can set up Working Groups to carry out tasks as defined by that sponsoring body.
2. The sponsoring body will agree the Terms of Reference for the working group before it is formed, including whether or not members of the public may join.
3. A quorum shall be at least 3 members of the Working Group, at least two of whom must be town councillors.
4. The sponsoring body will appoint the initial council members. Any subsequent changes to membership must be ratified by Council or the sponsoring body.
5. The Working Group may co-opt members of the public at its discretion, if permitted in the Terms of Reference.
6. The Working Group may elect a Chair at the first meeting, and may subsequently re-elect a Chair as required at any meeting, who may be a member of the public.
7. Working Groups have no decision making powers or budgetary powers, they will normally report back to their sponsoring body with recommendations. By exception, with agreement from the Town Clerk, the Working Group may report to Council or any Standing Committee.
8. The Terms of Reference and membership will be published on the Council's website.
9. The Working Group may meet wherever, however and whenever they determine including for example virtual meetings via Zoom, or on-site meetings.
10. Working Groups do not meet 'in public', therefore the Council's Standing Orders are not applicable and formal agendas and minutes are not required. However the Code of Conduct still applies and any pecuniary or other interests must be declared by members.  
Note, whilst not legally required, it is good practice to share an outline agenda with members ahead of a meeting.
11. Once their work has been completed, the Working Group will be disbanded by the sponsoring body.
12. All Working Groups will be reviewed at the Annual Council Meeting, and any redundant groups disbanded.

## Version History

Date	Summary of Changes
5/4/22	New protocol
11/4/23	Reviewed, no changes
20/8/24	Reviewed, no changes
6/5/25	Reviewed, no changes
5/5/26	Council name changed to Colehill Town Council

This Protocol will be reviewed annually, next review due May 2027.