

AGENDA ITEM

EASINGTON VILLAGE PARISH COUNCIL ORDINARY MEETING OF COUNCIL

MAY 2026

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Proposal: To form two Parish Council Working Groups:

1. To specifically investigate capital works required for the maintenance and upkeep of Seaton Holme, a Grade 1 Listed Building, and to advise Council accordingly.
2. To specifically investigate and report to Council on all road traffic and highways matters within the parish boundary, and to advise Council accordingly.

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.

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 two Parish Council members.

With the authority of the Full Council the Working Group can co-opt members of the public (lay members) who have specific knowledge/expertise on the subject to assist the Working Group.

The term of membership on a Working Group will be until the next Annual Meeting of the Council in May.

New members may be appointed by Full Council throughout the year, if required.

A Working Group does not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.

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The role of Working Groups for Easington Village Parish Council

- To tackle issues as directed by the Full Council within set objectives, scope, and outcome.
- To be task specific and time limited – a “task and finish” group.
- To examine an issue in detail, read reports and related materials, examine options, research for the Council.
- To make recommendations to Council.
- To answer questions from the Council.

At the first meeting of the Working Group it must:

- Appoint a lead member (Parish Council member only).
- Establish an action plan to deliver Full Council’s instructions.
- Establish a meeting schedule.

The Role of the Lead Member

- The lead member 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.
- 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.

Working Group Recommendations

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine and confirm that the recommendation given is legal, and enough information has been presented for Full Council to make a sound decision. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- The Role of Full Council is to question and challenge the recommendations, and 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.