

Task and Finish Groups

1. A Task and Finish Group must follow the direction set for it by the Committee of the Council or Full Council and for which it was convened. There is to be no transfer of delegated powers from the Committee which has authorized its establishment, otherwise the Council will be acting unlawfully. (LGA 1972s.101)

GENERAL PROVISIONS

1.1 If urgent expenditure is necessary to enable a Task and Finish Group to achieve its objectives, then this can only be sanctioned through the emergency powers of the Town Clerk. *(Standing Orders 3.4. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00. The Clerk shall report the action to the Council as soon as practicable thereafter).*

1.2 The Task and Finish Group shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee.

MEMBERSHIP

1.3 Membership of the Task and Finish Group is to be decided at the creation of the group, when the need is identified by a Committee or by the full Council for such an action.

1.4 Membership of a Task and Finish Group need not be confined to Members of the Council. A Task and Finish Group can include other members, can be drawn from the wider community, where specialist skills or knowledge would be helpful to the Task and Finish Group in its work.

1.5 The quorum for a meeting of a Task and Finish Group is to be not less than two Councillors.

2. Terms of Reference

2.1 A Task and Finish Group will be convened solely to meet objectives defined by the appropriate Committee, or the full Council, for the specific task of undertaking a project or detailed study.

2.2 The Task and Finish Group shall advise and make recommendations to the full Council or to the Committee from which it was formed.

2.3 The Chairman of a Task and Finish Group will be appointed by the Committee from which it was formed.

2.4 The Task and Finish Group shall be convened by its Chairman

2.5 The secretary will be appointed from those present at the Task and Finish Group and minutes will be recorded of all meetings of the Group. Minutes and Reports from Task and Finish Groups shall be sent to the Town Clerk and Chairman within one week of a meeting taking place.

2.6 The Task and Finish Group shall report to the Council or Committee on a monthly

basis, depending on the length of time set for the Group to conclude its work.

2.7 A Task and Finish Group may meet without the need to give public notice and so be able to exclude the public and press without the formality of giving adequate reasons.