



TASK AND FINISH GROUPS

TERMS OF REFERENCE

1. Task & Finish Groups can be created by the Town Council or by a Committee. They must have a specified purpose and a set target date of completion.
2. Task & Finish Groups must have a specified purpose agreed by the Town Council or a relevant Committee.
3. Task & Finish Groups will refer all proposals to the Town Council or the Committee to which it reports for approval.
4. No more than ten Task & Finish Groups at any one time.
5. Councillors cannot be part of a Task & Finish Group if they have a personal, prejudicial or financial interest in the subject of the Group unless appropriate dispensations have been agreed by the Council.
6. Councillors on Task & Finish Groups must abide by the Code of Conduct both between themselves and to all others.
7. All inter-group communications must be addressed to all Group members to include the Council office.
8. Each Task & Finish Group should have a minimum number of three Councillors.
9. All Task & Finish Groups to be reviewed at the Annual Meeting of the Town Council.
10. Task & Finish Groups will report to Council or Committee a minimum of every three months. A written report should be issued which will be circulated to all Councillors in advance of the meeting with the agenda.
11. Task & Finish Groups will appoint a spokesperson. If no open consensus is achieved, then it will be by blind vote.
12. The Clerk / Responsible Financial Officer shall be an ex-officio member of each Task & Finish Group with responsibility for administrative support and guidance.

13. That when appropriate to the task, the Task and Finish Group should consult with outside organisations or appropriate persons, and the nature and outcome of this consultation should be openly reported to the appropriate Committee or Full Council.
14. Any change or extension to the remit of a Task & Finish Groups or change of membership should be agreed by the Council or relevant Committee.