

## Boston Spa Parish Council

### Protocol for the Formation and Operation of Working Groups

1.	The Parish Council will from time to time set up a working group to deal with a specific issue or range of issues. The opportunity to join such groups will be made available to residents via the electronic newsletter and public noticeboards.
2.	The number of group members will vary depending upon the topic but in no case will exceed 10 members.
3.	Each working group will have at least two members of the Parish Council, one of which will be elected as Chair of the group.
4.	The Parish Council will determine the Terms of Reference for the group together with any levels of delegated authority.
5.	The group will act in an advisory capacity to the Parish Council making recommendations that will be considered by the Parish Council and a decision taken.
6.	No meetings with third parties will take place without the prior knowledge of the Parish Council.
7.	The Chair of the group will report back to the Parish Council each month on the meetings and activities of the group.
8.	Meetings of the group will take place as required but as a minimum quarterly. Minutes of such meetings will be produced and made available to the public.
9.	Declarations of pecuniary and other interests will be required at each meeting.
10.	The continuation of the group will be confirmed annually by the Parish Council at the Annual Parish Council meeting.
11.	The Chair of the group will provide an annual update on the activities of the group and its plans for the coming year at the Annual Parish Meeting.