



Okehampton Town Council

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Working Group

Terms of Reference 2025/26

Structure

One or two Working Groups will be set up annually for each of the four standing Committees. The Groups will report to those Committees.

These are non-decision-making groups who shall report and make recommendations to meetings of the relevant Committee or Council as and when necessary.

Notes from meeting will be taken and distributed to all Members along with meeting agendas.

Meetings will be arranged by the appointed Officer and will take place within their normal working hours, unless otherwise agreed by the Clerk in consultation with the relevant Officer to accommodate exceptional circumstances.

Membership

The core constitution of the Groups shall consist of between two and four Members of Okehampton Town Council and an Officer, as determined by the Clerk. If possible, one of the Members should be the Chair or Vice-Chair of the Committee. Members not on the Committee to which the Group reports can be appointed as one of the Members.

The Chairman of the Group shall be chosen from its Members.

Membership will be reviewed annually and appointments made throughout the year as needed by the Council or relevant Committee. Attendance will be recorded; regular non-attendance may result in a Member being replaced at the discretion of the relevant Committee or Council.

Aims and Responsibilities

The aim of the groups is to investigate, plan or arrange projects or events on behalf of, and as instructed by the Committee/Council.

Members cannot issue instructions, commit the Committee/Council to any action, or place orders – this must be undertaken by the Officer appointed to the group and may only be possible with authorisation from the Town Clerk or the relevant Committee/Council.

Working Groups

Working Groups fall within the remit of, and will report to Committees as follows:

Parks Committee

- Cemetery Management
- Allotment Management (from September 2026)
- Projects

Planning Committee

- Neighbourhood Plan Steering Group (Note – If a Neighbourhood Plan is agreed by the Council, a specific ToR for this topic would be required, but the group would report to this committee)

Policy & Resources Committee

- Events

Property Committee

- Projects – Including:
 - Window Repair/Replacement
 - Climate Change