**Upton upon Severn Working Group Terms of Reference**

1. Working Groups must have a specified purpose agreed by the Town Council.
2. Working Groups will refer all decisions, agreements or proposals to the Town Council for ratification.
3. No more than ten Working Groups at any one time.
4. Councillors cannot be part of a Working Group if they have a personal, prejudicial or financial interest in the subject of the Group.
5. Councillors on Working Groups must abide by the Code of Conduct both between themselves and to all others.
6. Working Groups must have a minimum of 3 and a maximum of 5 Councillors. No Councillor can be a member of more than 5 Working Groups.
7. All inter-group communications must be addressed to all Group members to include the Council office.
8. Councillors will volunteer to serve on each Working Group. If more than 5 offer to serve, then membership will be determined by a UTC vote. If Working Groups remain following review at the Annual Meeting of the Town Council, the membership should remain unchanged unless the Council decides otherwise.
9. Working Groups can report to the Council at any meeting if they deem this necessary. This must appear as an item on the agenda. Working Groups will report to Council 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.
10. Working Groups will appoint a spokesperson. If no open consensus is achieved, then it will be by blind vote. No Councillor can be spokesperson for more than one Working Group.
11. The Clerk / Responsible Financial Officer shall be an ex-officio member of each Working Group with responsibility for administrative support and guidance.
12. Working Groups may apply to the Council for funding if required or may apply to the Clerk / RFO for funds of up to £500 in any one fiscal year under the Clerk’s delegated powers. Any funds must be within the constraints of the Town Council’s operational plan and financial budget.
13. Any change or extension to the remit of a Working Group or change of membership should be agreed by the Council.