



WEST HANNINGFIELD PARISH COUNCIL



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TECHNOLOGY WORKING GROUP TERMS OF REFERENCE

July 2023

INTRODUCTION

The Technology Working Group was appointed by and is solely responsible to West Hanningfield Parish Council following a resolution by the Council at its Annual Meeting on the 15th May 2023.

The Working Group will consider matters pertaining to technological projects. Recommendations made by the Working Group will be subject to Full Council approval. The Working Group does not have the power to make decisions on behalf of the council.

MEMBERSHIP

The Working Group will comprise at least one elected or co-opted Parish Councillors who may invite members of the public such as they feel reasonable. At its first meeting a Chairman will be elected to preside over future meetings. A quorum will be no fewer than three Members. Other Members who are not members of the Parish Council may be co-opted to provide expertise and guidance but will have no voting rights. The Chairman has a casting vote.

FUNCTION AND DUTIES

The Technology Working Group shall:

- i. Consider, give advice on, and co-ordinate matters relating to projects requiring a high degree of technological knowledge.
- ii. Report to the Council from time to time as appropriate, and give advice to the Council on the abovementioned technical and operational aspects, including the technical aspects of the projects in progress or on any other question at the request of the Council.
- iii. The Chairman on the Parish Council may be invited to participate at Working Group sessions.
- iv. The Working Group will meet as often as is deemed necessary by the Chairman of the Group and the Group will otherwise carry out its work by correspondence.

RECORDS OF PROCEEDINGS

The Working Group will meet as and when necessary in accordance with the remit.

The Working Group is informal, and meetings can be held anywhere, without public notice.

They are not open to members of the public and formal minutes are not required. However, written reports/notes should be taken to facilitate reporting back to the Council.

The working Group shall refer back to the Parish Council with findings, and recommendations shall be made to the Council for decision making. Decisions may only be made by the full Council (or quorum, as per the Local Government Act), and not the Working Group alone.

RESPONSIBILITIES

Recommendations must be clear and concise.

Formal recommendations will be required at all times to avoid ambiguity in the minutes and to ensure that the intention of the proposal is conveyed to the Members for them to vote on.