**ITEM 4B – DRAFT TERMS OF REFERENCE FOR THE STRATEGY DELIVERY GROUP WORKING GROUPS**

**Strategy Delivery Group Working Groups: Community; Economy; and Environment and Public Realm**

Purpose: Each Working Group’s role is to discuss the detail and prioritise the objectives as set out in the Council’s Strategic Plan under the three themes of: community; economy; and environment and public realm.

There is no budget allocation for the Working Groups - the budget allocation will be held by the Strategy Delivery Group The working group does not have any delegated authority but is a way of discussing issues and projects informally and including members of the community when relevant.

Membership: The Working Group will be made up of a minimum of three Councillors and a maximum of five Councillors with powers to co-opt as required named members of the public (with relevant experience) on a non-voting basis who must agree to abide by the Town Council Code of Conduct.

Quorum: Three Councillors.

Power: Local Government Act 1972, section 145.

Delegated Authority: no delegated authority, recommendations to the Strategy Delivery Group through the Town Matters Committee, or Council Matters Committee where it concerns a budgetary matter, for consideration.

**1. Terms**

1.1         The Council’s Standing Orders apply to all meetings of the Working Group.

1.2         The Working Group shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3         The first order of business of the first meeting of the Working Group after its annual appointment will be to elect a Chair.

1.4         The Mayor and Deputy Mayor of the Council shall be ex-officio, non-voting members of the Working Group.

1.5         The Working Group will meet bi-monthly.

1.6         Meetings shall not be open to the public, but it is the intention of members to liaise and involve relevant members of the community as required.

1.7          The Working Group will be allocated an officer whose role will be to act as a link, particularly with the Chair. The link officer will attend the Working Group meetings on an as required basis.

1.8         Brief bullet points of actions will be required for the Strategy Delivery Group for further discussion and forming recommendations.

**2. Responsibilities**

2.1         To prioritise the objectives set out in the Strategic Plan which aim to support and improving the social, economic and cultural life of the town for the benefit of its residents, businesses and visitors.

2.2         To deliver the objectives of the Strategic Plan, including providing details on how these objectives will be investigated or taken forward.