

Guidelines for work groups

Working groups should consist of: -

A minimum of 2 councillors who should be chair and vice chair.

As many members of the public as wish to attend

Someone to take the minutes (chair or vice chair)

Minutes should: -

Record who attends

List any disclosures of interest

Accept the minutes of the previous meetings

Record the gist of the discussion not a verbatim report of what was said

Refer any decisions as resolutions to main council

Refer to a budget line when considering expenditure

Give a date for the next meeting

List any items for future meetings

Conduct of meetings

The chair will organise speakers

The debate will be one person at a time

All attendees may vote

Resolutions should be voted on and presented to main council for consideration.

Chair will have a casting vote in the event of a tied vote.