



BURNHAM MARKET PARISH COUNCIL

Website: <https://burnhammarketparishcouncil.gov.uk/>

Email: parishclerk@burnhammarketparishcouncil.gov.uk Tel: 07437 529179

Burnham Market Parish Council – Group Membership Policy.

Adopted by Burnham Market Parish Council on

Reviewed annually

Last Reviewed Date:

Burnham Market Parish Council - Groups Membership Policy

1. Introduction

Burnham Market Parish Council (BMPC) recognises the importance of councillors and other members working collaboratively within structured groups to ensure effective governance and decision-making. Councillors may be members of sub-committees, internal working groups, or external groups. Sub-committees must operate within defined terms of reference, whereas working groups are less formal.

2. Governance and Conduct

All councillors participating in any group must adhere to the Council's Standing Orders, relevant regulations, and the Code of Conduct. No councillor has the authority to make decisions on behalf of the Council.

However, some groups may be granted the authority to make recommendations to the Clerk, where the Clerk has delegated authority to act on such recommendations, provided that any decision or action taken is reported at the next full Council meeting for ratification or potential countermanding.

3. Structure of Groups

Groups within BMPC are classified as follows:

- **Sub-Committees:** These must have formal terms of reference and may include non-councillors where appropriate. They may make recommendations to the Council but do not have decision-making authority unless specifically delegated.
- **Internal Working Groups:** These are informal groups established to facilitate discussion and planning within the Council. They do not have delegated decision-making powers but can develop proposals for the Council's consideration and recommendations for the clerk to enact under delegated powers specified in the Delegated Powers policy.



BURNHAM MARKET PARISH COUNCIL

Website: <https://burnhammarketparishcouncil.gov.uk/>

Email: parishclerk@burnhammarketparishcouncil.gov.uk Tel: 07437 529179

- **External Groups:** Councillors may represent BMPC on external bodies or liaise with community groups. While they may provide updates and recommendations to the Council, they do not hold decision-making powers on behalf of BMPC.

4. Delegation and Decision-Making

Where a group makes a recommendation to the Clerk, and the Clerk has delegated authority to act, any resulting decision or action must be reported to the next full Council meeting for formal approval or amendment. A full list of delegated powers is detailed in the Delegated Powers Policy, which will always supersede this policy.

5. Group Membership and Review

The list of groups and their membership is a living document, subject to updates as needed. All changes will be ratified in a full council meeting and minuted accordingly.

This policy will be reviewed annually at the AGM to ensure ongoing relevance and effectiveness.

6. Current Groups and Membership | Living register

Internal Working Groups:

- **Finance Group:** Kath Neville Eliot, Keith Morris, Angus Piper
 - Powers: To receive finance documents in months where there is no meeting, to recommend authorising monthly expenditure (or not) for the Clerk to pay when there is no meeting that month.
- **Projects Group:** Jeremy Neville Eliot, Fiona Walker
- **Planning Advisory Group:** David Cressy, Jeremy Neville Eliot
 - Powers: To recommend responses to planning applications to the full Council and also to the Clerk for the Clerk to respond under delegated powers when there is no meeting that month.

Additional groups may be formed, and membership may change as required by the Council – always to be voted and minuted.