

## **Beehive Working Group: Terms of Reference**

<b>Authority reference:</b>	<b>Full Council 9 September 2024, 24/???</b>
<b>No. of members of Working Group:</b>	<b>5</b>
<b>Quorum:</b>	<b>1/3<sup>rd</sup> and no less than 3</b>
<b>Reporting to:</b>	<b>Full Council</b>
<b>Frequency of meetings:</b>	<b>fortnightly (or more frequently as required)</b>

The Beehive Working Group (BWG) is open to any Members of Council to join provided their membership has been agreed by Full Council.

The Working Group will meet at least twice per month and as required in view of the urgency of the project. The purpose of the Beehive Working Group is to investigate the possibilities for the future of the Beehive building on behalf of the Council.

1. The Working Group will elect a Chairman and may elect a Vice Chair and may appoint a Project Manager.
2. Members of the Working Group will be decided by Full Council.
3. The Working Group will prepare an Agenda and Notes of meetings and will not be published.
4. The Working Group is advisory and will collect information, analyse and conclude recommendations to the Full Council.
5. The Working Group is authorised to appoint sub-working groups as required and will also appoint advisors, with the approval of Full Council, as and when necessary to assist in its work.
6. The Working Group will receive and consider all reports and recommendations from any sub-working group and/or advisors that it appoints.
7. Each meeting of the Beehive Working Group will feedback to Full Council, as identified above. Any Recommendations to be Decided by Full Council.
8. The Beehive Working Group will exercise those delegated powers and duties as the Council directs, relating to options on the future of the Beehive, as set out below.
9. The specific responsibilities of the Beehive Working Group are as follows:
  - a. To establish the tasks to be carried out that will be identified by Councillors on the Beehive Working Group.
  - b. Identify other Councillors to join the Working Group, with the approval of Full Council.
  - c. Carry out the actions and report back progress at the Working Group meetings.
  - d. The Working Group meetings will review the actions, identify new actions and delete redundant actions.

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants of Dispensation in respect of Disclosable Pecuniary interests.*

*Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (approved May 2024).*

*A council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council's Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Membership are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.*