

# Report to: Assets and Operations Committee

**Report Ref:** A1901  
**Meeting Date:** 13<sup>th</sup> June 2019  
**Agenda Item:** 7  
**Prepared By:** Town Clerk



**Subject:** Committee Working Groups

---

## 1.0 INTRODUCTION

Many committees appoint working groups to progress matters between meetings or provide advice to officers in the fulfilment of their duties. Working groups are informal, they comprise both councillors and officers and do not have agendas or minutes. Working groups cannot make decisions on behalf of the council and their meetings may be convened without notice and without the public in attendance.

The parent committee sets the terms of reference for its working groups. Working groups appoint their own lead member who is responsible for reporting back to the committee and ensuring good communication across the working group.

Working groups should usually comprise a minimum of three members. Members of working groups do not have to be on the parent committee.

## 2.0 COMMITTEE WORKING GROUPS

The following working groups are active; any other working groups which had previously reported to the committee have either not met for 6 months or completed their task.

### CEMETERY WORKING GROUP

- Remit**
- To work with Cheshire East Council / Orbitas regarding the management of Knutsford Cemetery
  - To assist the committee in meeting the adopted Vision for Knutsford Cemetery
  - To oversee preparations for the council resuming responsibility for the cemetery in line with the approved business case

- Membership**
- 3 councillors
  - Town Clerk (advisory)

### ICT WORKING GROUP

- Remit**
- To consider any ICT related matters as referred by a committee or through the working groups own investigations.



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

- Membership**
- 3 councillors
  - Town Clerk (advisory)

### **3.0 DECISIONS REQUIRED**

1. Appoint three members to the Cemetery Working Group
2. Appoint three members to the ICT Working Group



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD