

## Terms of Reference

### Arundel Town Council – I.T. Working Group

The **AGREED** Members are Cllrs. Lovell, Rankin and Tu and the Administration Assistant.

<b>Membership</b>	<ul style="list-style-type: none"><li>• The Working Group may bring other Councillors or members of the community into the Working Group to assist with I.T. projects.</li></ul>
<b>Roles</b>	<ul style="list-style-type: none"><li>• The I.T. Working Group shall appoint a chairman at its first meeting.</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>• It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members.</li><li>• Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached.</li></ul>
<b>Purpose</b>	<ul style="list-style-type: none"><li>• To provide the appropriate IT infrastructure and services to enable the Town Council's objectives to be effectively and efficiently delivered.</li><li>• This provision should include ability to work remotely and hold hybrid meetings.</li></ul>
<b>Meetings</b>	<ul style="list-style-type: none"><li>• The Working Group shall meet as frequently as necessary to achieve its purpose.</li><li>• Meetings may take place live or electronically. Members may join live meetings electronically.</li></ul>
<b>Finance</b>	<ul style="list-style-type: none"><li>• Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for the purpose for which they were granted.</li><li>• All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.</li><li>• The Working Group shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the Town Clerk and Full Council on their budget.</li><li>• The Working Group will report back to the Town Clerk and Full Council on planned and actual expenditure for the project. Invoices will be made out in the name of the Town Council.</li></ul>
<b>Reporting</b>	<ul style="list-style-type: none"><li>• Periodic reports containing a summary and/or any recommendations that require Town Council approval shall be prepared and included on the Full Council meeting Agenda in agreement with the Town Clerk.</li><li>• An annual review will be undertaken.</li></ul>
<b>Dissolving the Working Group</b>	<ul style="list-style-type: none"><li>• If the Working Group wishes to dissolve it must notify the Town Council.</li></ul>