

Working Groups & Committees Updated April 2022

Working Groups

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Defibrillator	<ul style="list-style-type: none"> ▪ Investigate locations, equipment suitability, implementation, ongoing budgetary matters 	Alan, Lisa, Jan, Steve Guest (resident)	Alan	
Assets of Community Value	<ul style="list-style-type: none"> ▪ Investigate the Three Tuns ACV and other sites within parish. ▪ Create a contingency plan should the ACV be activated. 	Jan, Alan, Nicola, Darren (landlord)	Jan	
Heritage	<ul style="list-style-type: none"> ▪ War memorial ▪ Local listing 	Alan, Jan, Michele, Nicola	Alan	
Grass verges	<ul style="list-style-type: none"> ▪ Establish ownership, options for verge protection and parking issues. ▪ Work with County Councillor to prioritise options 	Michele, Alan, Mandy + Jan	Michele	
Play Park/Open spaces	<ul style="list-style-type: none"> ▪ Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Michele	
The Denes makeover	<ul style="list-style-type: none"> ▪ Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks ▪ ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021) 	As existing (currently all)	Nicola	
IT	<ul style="list-style-type: none"> ▪ Review calendar options ▪ Documents library for useful information (for councillors?) ▪ Other visual improvements? ▪ Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) Nicola, Steve, Mandy		
Queens Jubilee	<ul style="list-style-type: none"> ▪ Investigate plans and actions to celebrate and commemorate the platinum jubilee ▪ Amended to 'event planning' for the occasion (Aug 2021) 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	
Vision	<ul style="list-style-type: none"> ▪ To revisit original aims/objectives ▪ Create parish 'Vision' and outline objectives & strategy for remaining term ▪ Work with the clerk to aid the creation of the parish business plan ready for budget setting. 		Nicola	Clerk to be involved in business planning detail
Planning Consultations	<ul style="list-style-type: none"> ▪ Compile response to K/L Neighbourhood Plan 	Nicola, Alan, Michele, Jan	Nicola	Group ceases 15 th January 2021

	<ul style="list-style-type: none"> Compile response to the SCI for SW Herts Joint Strategic plan (swhertsplan.com) 			
Annual Forum	<ul style="list-style-type: none"> Plan the content, format and delivery of the council achievements over the last 3 years. 	Steve, Lisa, Michele, Nicola	Steve	

Established tasks and responsible parties.

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input Looking at 'remote' options during pandemic restrictions (updated Aug 2021) 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Nikki (All to contribute)	Nicola/Jan Clerk to sign off
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Mandy, Jan, Nicola, Nikki (admins)	Nicola/Jan Clerk Admin

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, Jan, Alan