

## Working Groups & Committees Updated Pre-Annual Meeting May 2023

### Clerks Notes.

Working groups are only 'task & finish'. I would recommend to council that all groups other than those highlighted in yellow below are disbanded as they are no longer required or have no actions in progress.

Council can then determine their business plan/vision for the next 4 years and new working groups could then be implemented for specific, time defined periods, when required)

### Working Groups

No delegated decision making or financial responsibilities. All decisions to be made by Full Council.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Assets of Community Value	<ul style="list-style-type: none"> <li>Investigate the Three Tuns ACV and other sites within parish.</li> <li>Create a contingency plan should the ACV be activated.</li> </ul>	Jan, Alan, Nicola, Darren (landlord) Michele	Jan Alan (co lead)	Disband-NLR
Heritage	<ul style="list-style-type: none"> <li>War memorial</li> <li>Local listing</li> </ul>	Alan, Jan, Michele, Nicola	Alan	Disband-NLR DBC still retaining asset.
Grass verges	<ul style="list-style-type: none"> <li>Establish ownership, options for verge protection and parking issues.</li> <li>Work with County Councillor to prioritise options</li> </ul>	Michele, Alan, XXX + XXX	Michele	Project still ongoing-add 2 Cllrs?
Play Park/Open spaces	<ul style="list-style-type: none"> <li>Crossing options, lease, grass cutting, tree surgery, equipment repairs</li> </ul>	Michele, Alan, Mandy + Jan	Mandy	Disband-NLR look at options once business plan drawn up
The Denes makeover	<ul style="list-style-type: none"> <li>Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks</li> <li>ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021)</li> </ul>	As existing (currently all)	Nicola	Disband-NLR look at options once business plan drawn up
IT	<ul style="list-style-type: none"> <li>Documents library for councillors?</li> </ul>	Nikki, Alan (technical) Nicola, Steve, XXXX	Alan	New council year- July/August.

Annual Forum	<ul style="list-style-type: none"> <li>Plan the content, format and delivery of the council achievements over the last 3 years.</li> </ul>	Steve, Lisa, Michele, Nicola Mandy	Steve	Disband-NLR
Celebrations (Formerly Jubilee)	<ul style="list-style-type: none"> <li>To investigate and plan the Coronation commemorations and any festive or celebratory activities to bring back to council for decision making.</li> </ul>	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	Disband-NLR

## Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator	Add new parties?
Denes Saturdays	<ul style="list-style-type: none"> <li>Attendance rota, purchase promotional material, ideas for discussion / input</li> <li>Looking at 'remote' options during pandemic restrictions (updated Aug 2021)</li> </ul>	All, subject to availability	Michele	
Parish Magazine	<ul style="list-style-type: none"> <li>Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions</li> </ul>	Nicola, XXX, XXX, Nikki (All to contribute)	Nicola Clerk to sign off	X2
Social media	<ul style="list-style-type: none"> <li>Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options</li> </ul>	XXX, XXX, Nicola, Nikki (admins)	Nicola Clerk Admin	X2
Defibrillator	<ul style="list-style-type: none"> <li>budgetary matters and inspections.</li> </ul>	Alan, Nicola/Warden Guest (resident)	Clerk	
Vision	<ul style="list-style-type: none"> <li>To revisit original aims/objectives</li> <li>Create parish 'Vision' and outline objectives &amp; strategy for remaining term</li> <li>Work with the clerk to aid the creation of the parish business plan ready for budget setting.</li> </ul>	All at outset and will start again in new council term	Nicola (clerk assisting)	Disband-NLR new council term - look at with new business plan

## Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies	Steve	Michele	Steve, Michele, Lisa, XXX, Alan Membership and roles to be determined at the annual meeting.