

Working Groups & Committees Updated February 2024

Clerks Notes.

Working groups are only 'task & finish'.

Non councillors may be co-opted but do not count towards the quorum.

The Chairman and Vice-Chairman can be 'ex-officio' members of a committee

The quorum for working groups is 3

Working Groups

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

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
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, Grant+ Lisa	Michele	
Business Planning	<ul style="list-style-type: none"> To outline key short/medium/long term projects for the new 4 yr term and associated budget considerations. 	All initially plus clerk	Steve	
Canal Walk	<ul style="list-style-type: none"> To coordinate a walk Sat 16th March 2024 to celebrate canal reopening 	Alan, Alex, Nicola, Michele, Jamie	Alan	open to all members should they wish to join
Events working group	<ul style="list-style-type: none"> To investigate events listed under the business planning group and to then bring suggestions back to council for consideration (this may require separate working groups to be set up for each event as and when required.) 	Lisa, Michele, Alan	Grant	
Heritage/History	<ul style="list-style-type: none"> To take forward all heritage or history related recommendations on the business planning activity planner. 	Nicola, Steve, Michele	Alan	
Website	<ul style="list-style-type: none"> To consider the design of the parish website and to bring recommendations back to council. 	Steve, Nicola, Alex, Clerk	Jamie	
Library Box	<ul style="list-style-type: none"> To investigate location/size/permissions/costs/maintenance and all supporting actions to facilitate full council determining this project 	Jamie, Lisa, Nicola, Alan	Alan	
	<ul style="list-style-type: none"> 			

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, Steve, Nikki (All to contribute)	Nicola 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 	Lisa, Grant, Nicola, Nikki (admins)	Nicola Clerk Admin
Defibrillator	<ul style="list-style-type: none"> ▪ budgetary matters and inspections. 	Alan, Nicola/Warden Guest (resident)	Clerk

Committees

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