# Working Groups & Committees Updated April 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.

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| --- | --- | --- | --- | --- |
| **Group** | **Responsibilities/Scope / investigations** | **Members** | **Lead** | **Notes** |
| Grass verges | * Establish ownership, options for verge protection and parking issues. * Work with County Councillor to prioritise options | Michele, Alan, Grant, Lisa, Nicola | Michele |  |
| Business Planning | * To outline key short/medium/long term projects for the new 4 yr term and associated budget considerations. | All initially plus clerk | Steve |  |
| Events working group | * 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 | * To take forward all heritage or history related recommendations on the business planning activity planner. | Nicola, Steve, Michele | Alan |  |
| Website | * To consider the design of the parish website and to bring recommendations back to council. | Steve, Nicola, Alex, Clerk | Jamie |  |
| Library Box | * To investigate location/size/permissions/costs/maintenance and all supporting actions to facilitate full council determining this project | Jamie, Lisa, Nicola, Alan | Alan |  |

## **Established tasks and responsible parties**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Responsibilities** | **Involvement** | **Co-Ordinator** |
| Denes Saturdays | * 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 | * 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 | * Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options | Lisa, Grant, Nicola, Nikki (admins) | Nicola  Clerk Admin |
| Defibrillator | * 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 |