

## Working Groups & Committees Updated Feb 2025

### Clerk Notes.

Working groups are only 'task & finish'.

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

Clerk does not count towards quorum

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

The quorum for working groups is 3

**All Working Group Leads, Chairmen and Lead Cllrs are expected to produce an annual report for NMPC Annual reporting (by 1<sup>st</sup> April annually).**

### Working Groups

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

All working group leads are expected to produce an annual report for the NMPC Annual reports by 1<sup>st</sup> April annually.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
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, Lisa, Nicola	Michele	
Website	<ul style="list-style-type: none"> <li>▪ To consider the design of the parish website and to bring recommendations back to council.</li> </ul>	Alan, Nicola, Alex, Clerk	Jamie	
NM Map	<ul style="list-style-type: none"> <li>▪ To research design (inc use of logo/text), shortlist locations, shortlist 'Wishlist', usage,</li> </ul>	Grant Nicola Jamie Jan	Nicola	
Personnel	<ul style="list-style-type: none"> <li>▪ To create documents for new clerk recruitment</li> </ul>	Michele Alan Lisa (and clerk)	Michele	

## Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies, scrutiny of payroll submissions & pension returns.	Michele	Alan	Michele, Lisa, Alan, Jan

## Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> <li>▪ Attendance rota, purchase promotional material, ideas for discussion / input</li> <li>▪ Report back to full council any items raised.</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, Jan, Clerk (All to contribute)	Nicola Clerk to sign off prior to printing
Social media	<ul style="list-style-type: none"> <li>▪ Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options</li> </ul>	Lisa, Grant, Nicola, Clerk (admins)	Nicola Clerk Admin
Defibrillator	<ul style="list-style-type: none"> <li>▪ No working group but an email group is set up comprising of the 4 members to automatically notify all should defib be used /items expiring etc Email is <a href="mailto:defib@nashmillsparishcouncil.gov.uk">defib@nashmillsparishcouncil.gov.uk</a></li> </ul>	Alan, Nicola/Warden/Clerk	Clerk

Task	Responsibilities (in line with the adopted scheme of delegation)	No decision making powers are delegated
Lead Cllr Planning	<ul style="list-style-type: none"> <li>▪ Attend DBC planning sessions</li> <li>▪ Represent NMPC at DMC meetings</li> <li>▪ Scrutinise planning applications</li> <li>▪ Present planning agenda items at NMPC meeting</li> <li>▪ Collaborate and support the clerk with any planning responses determined by NMPC</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cllr Alan Briggs</li> <li>▪ Cllr Berkeley &amp; Cllr Cobb are reserves for DMC representation</li> </ul>
Lead Cllr Finance	<ul style="list-style-type: none"> <li>▪ To scrutinise the clerks' financial reports produced by using the accounting software prior to presenting them as agenda items at NMPC full council meetings</li> <li>▪ To scrutinise the quarterly reports raised by the clerk as RFO in line with the financial regulations)</li> <li>▪ To scrutinise all invoices (payee/VAT) prior to release of payments at the bank</li> <li>▪ To cross reference all payments to the monthly payment schedule</li> <li>▪ To formally sign all finance paperwork, bank reconciliations and supporting bank statements at the month meeting, along with the Chairman.</li> <li>▪ To ensure that VAT returns are being undertaken quarterly</li> <li>▪ To support the clerk at budget setting prior to budget going to full council for consideration.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cllr Grant Kennedy</li> <li>▪ Cllr Jan Maddern (assisting)</li> </ul>

**Please note that the lists of responsibilities above are not exhaustive and that the Financial Regulations and Financial Risk Assessment should be considered along with the Standing Orders and Scheme of Delegation to ensure full compliance with statutory responsibilities.**