

## Working Groups & Committees Updated July 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"> <li>Establish ownership, options for verge protection and parking issues.</li> <li>Work with County Councillor to prioritise options</li> </ul>	Michele, Alan, Grant, Lisa, Nicola	Michele	
Business Planning	<ul style="list-style-type: none"> <li>To outline key short/medium/long term projects for the new 4 yr term and associated budget considerations.</li> </ul>	All initially plus clerk	Steve	
Events working group	<ul style="list-style-type: none"> <li>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.)</li> </ul>	Lisa, Michele, Alan	Grant	
Heritage/History	<ul style="list-style-type: none"> <li>To take forward all heritage or history related recommendations on the business planning activity planner.</li> </ul>	Nicola, Steve, Michele	Alan	
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>	Steve, Nicola, Alex, Clerk	Jamie	
Library Box	<ul style="list-style-type: none"> <li>To investigate location/size/permissions/costs/maintenance and all supporting actions to facilitate full council determining this project</li> </ul>	Jamie, Lisa, Nicola, Alan	Alan	
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 Steve	Grant	
Nash Chills Event	<ul style="list-style-type: none"> <li>Scope: to investigate dates, options and ideas to bring back to council for deliberation</li> </ul>	Grant Alex Steve Michele (Lisa If req for risk ass)	Grant	
Personnel	<ul style="list-style-type: none"> <li>To create documents for new clerk recruitment</li> </ul>	Michele Alan Lisa (and clerk)	Michele	

## 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>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, Steve, Nikki (All to contribute)	Nicola Clerk to sign off
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, Nikki (admins)	Nicola Clerk Admin
Defibrillator	<ul style="list-style-type: none"> <li>budgetary matters and inspections.</li> </ul>	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