

Working Groups & Committees Review May 2021

Working Groups

Group	Responsibilities / investigations	Members	Lead	Any changes May 2021		
Communications	Keep group temporarily to complete outstanding short-term tasks Annual Parish Meeting (ideas for the Annual Parish meeting in May)	All	Nicola			
Defibrillator	<ul style="list-style-type: none"> ▪ Investigate locations, equipment suitability, implementation, ongoing budgetary matters 	Alan, Lisa, Jan, Steve Guest (resident)	Alan		Resolved	
Assets of Community Value	<ul style="list-style-type: none"> ▪ Investigate the Three Tuns ACV and other sites within parish ▪ Create a contingency plan should the ACV be activated. 	Alan, Nicola, Darren (landlord)	Jan		Resolved	CONTINGENCY PLAN?
Heritage	<ul style="list-style-type: none"> ▪ War memorial ▪ Local listing 	Alan, Jan, Michele, Nicola	Alan	NLR?	Resolved	NLR?
Policies & Procedures	<ul style="list-style-type: none"> ▪ Reviewing existing policies ▪ Creating missing policies (based on existing templates) 	Nikki, Nicola, Michele, Steve Note: Councillor quorum = 2	Nikki	NLR as all in place? Personnel committee responsible for staffing policies	Resolved	NLR?
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, Mandy + Jan	Michele		Resolved	
Play park	<ul style="list-style-type: none"> ▪ Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Michele		Resolved	
Denes makeover	<ul style="list-style-type: none"> ▪ Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks 	As existing (currently all)	Nicola		Resolved	
Christmas lights	<ul style="list-style-type: none"> ▪ Contact suppliers, establish power source, license required – link to Events to switching on, carol singing options? 	Emily, Nicola, Jan TBC	n/a	End Feb 2021	Not required	End Feb 2021
Website enhancements	<ul style="list-style-type: none"> ▪ Review calendar options ▪ Documents library for useful information (for councillors?) ▪ Other visual improvements? ▪ Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) + 2? - TBC All to input Councillor quorum = 2?	TBC		Defer to late 2020	
Local Plan Consult	<ul style="list-style-type: none"> ▪ Formulate response for pc to consider/sign off 	Nicola Steve Emily -only 3 due to timescales		End Feb 2021	Resolved	End Feb 2021

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 	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, Jan, Nikki (All to contribute)	Nicola/Jan 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 	Mandy, Jan, Nicola, Nikki (admins)	Mandy/Jan Clerk Admin

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews,policies			