

Working Groups & Committees Updated November 2022

Working Groups

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

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
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. 	Jan, Alan, Nicola, Darren (landlord) Michele	Jan	
Heritage	<ul style="list-style-type: none"> War memorial Local listing 	Alan, Jan, Michele, Nicola	Alan	
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	
Play Park/Open spaces	<ul style="list-style-type: none"> Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Mandy	
The Denes makeover	<ul style="list-style-type: none"> Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins, Cycle racks ADDING IN Jubilee Tree/Bench/ Garden (Aug 2021) 	As existing (currently all)	Nicola	
IT	<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) Nicola, Steve, Mandy		
Vision	<ul style="list-style-type: none"> To revisit original aims/objectives Create parish 'Vision' and outline objectives & strategy for remaining term Work with the clerk to aid the creation of the parish business plan ready for budget setting. 		Nicola	Clerk to be involved in business planning detail
Annual Forum	<ul style="list-style-type: none"> Plan the content, format and delivery of the council achievements over the last 3 years. 	Steve, Lisa, Michele, Nicola	Steve	
Celebrations (formerly Jubilee)	<ul style="list-style-type: none"> To investigate and plan the Coronation commemorations and any Christmas activities to bring back to council for decision making. 	All Cllrs initially to then be scaled back as appropriate when tasks/projects identified.	Alan	

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, 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)	Nicola/Jan Clerk Admin
Defibrillator	<ul style="list-style-type: none"> Investigate locations, equipment suitability, implementation, ongoing budgetary matters and inspections. 	Alan, Lisa, Jan, Steve Guest (resident)	Alan

Committees

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

Working Groups now disbanded

- Planning Consultations for KL Local Plan