

## **Meeting of Parish Councillors held on Thursday 18<sup>th</sup> February 2021 via 'Zoom'**

**Present:** Chairman: Cllr. Parmenter  
Clerk: K Beasley  
Councillors: Bennett, Franks, Miss Hardiman, Holmes, Mrs. Hudson,  
Mrs. Philips, Riley, Robinson, Mrs. Rogers & Dr. Wilks

**Apologies:** Cllr. Penny (in Hospital)

**Subject:** **Restructuring of Parish Council Committees**

The Chairman began by listed the reasons and aims for the proposed restructuring of the committees:

1. To improve the involvement and knowledge of all councillors
2. To spread the work more equally between councillors
3. To increase greater liaison between committees
4. To make the Council more proactive
5. To promote the profile of the Council and publicise its activities and involvement in village life and increase public interaction

All councillors were in agreement that the proposed restructuring would greatly benefit the running of the Parish Council, and supported the proposal. It was also emphasized that with the emerging Neighbourhood Plan, the proposed committees tie in with the chapters within the Plan, and will enable policies / projects to be developed by each relevant committee.

Each of the committees will have a chairperson, who is responsible for the overall running of the committee, arranging regular meetings, minutes, reporting to full Parish Council, and be responsible for each of the areas allocated to the committee. Each committee has been allocated various areas, but these are not definitive – other areas can be added if required. Each councillor should be on at least three committees, and the Chairperson will be asked to allocate areas to each councillor(s). Each committee can and are encouraged to co-opt non-council members to assist the running of the specific group within the committee as is felt necessary. It was accepted that this is the start of the process of restructuring and each committee will develop as its progresses.

Each councillor was then asked to initially agree to serve on three committees each, and be able to use their individual knowledge/skills to their chosen committee.

## **Proposed Restructuring of Committees / suggested areas of responsibilities for each committee**

### **1. Leisure, Community and Wellbeing**

Churches	Chairperson:	Cllr. Miss Hardiman
Library	Committee:	Cllr. Bennett
Museums		Cllr. Holmes
Medical Centre		Cllr. Hudson
Schools		Cllr. Mrs Philips
Sports Clubs / activity pastimes		Cllr. Dr. Wilks
Youth Club		

### **2. Environmental and Sustainability**

Trees	Chairperson:	Cllr. Dr. Wilks
Green Spaces	Committee:	Cllr. Bennett
Activity Park		Cllr. Franks
Lengthsman		Cllr. Riley
Mowing / General Maintenance		
Footpaths / Cycling		
Car Charging Points		

### **3. Safety and Security**

Police / Fire Brigade	Chairperson:	Cllr. Franks
Neighbourhood Watch	Committee:	Cllr. Holmes
Smartwater		Cllr. Parmenter
Highways		Cllr. Robinson
Car Parking		
Defibrillators		

### **4. Finance**

Review of Accounts	Chairperson:	Cllr. Holmes
Annual Budget / Setting of Precept	Committee:	Cllr. Mrs. Hudson
Audit		Cllr. Riley
Grant Applications		Cllr. Robinson
Section 106 / CIL		Cllr. Mrs. Rogers

### **5. Planning**

Planning Applications	Chairperson:	Cllr. Parmenter
Licence Applications	Committee:	Cllr. Franks
Neighbourhood Plan		Cllr. Miss. Hardiman
Section 106 / CIL		Cllr. Holmes
		Cllr. Mrs. Hudson
		Cllr. Penny
		Cllr. Mrs. Philip

Each member of this committee is expected to have a good knowledge/understanding of the SWDP, NPPF, and the Neighbourhood Plan.

### **6. Tourism / Business / Visitor Management Group**

Committee:	Cllr. Robinson
	Cllr. Miss Hardiman
	Cllr. Mrs. Philips
	Cllr. Riley
	Cllr. Mrs Rogers
	Cllr. Dr. Wilks

It was hoped that this committee could run / liaise with the current Visitor Management Group in dealing with business/tourism issues.

7. **Emergency Committee**

Chairman, Vice-Chairman and Clerk  
Chairpersons of committees

8. **Publicity**

Clerk, Cllr. Bennett, Cllr. Mrs Roger

It was unanimously agreed that there needs to have more/better/clearer communication with residents/business/organisation around the village, and make use of more forms of social media etc. in order to promote the Parish Council's profile and make it more proactive. It was therefore proposed that rather than have a single publicity officer, a publicity group be formed which could also co-opt non-council members with knowledge of various social media outlets. It was also felt that specific information etc. could be targeted at specific groups where necessary.

When agreed the list of the new committees/members would be available via the Parish Council's website, noticeboard etc. and an article placed in the Broadway Newsletter to make residents/businesses/organisations aware. This will give everyone the information to allow them to contact the right committee/councillor / have a point of reference to raise issues/concerns etc. they may have.

The Chairman thanked everyone for attending and supporting the proposed restructuring of the committees.

The Clerk will circulate minutes of this meeting to all councillors, and asked that all councillors check which committees they have agreed to be part of and that they are correct.