

Poulshot Parish Council

Working Groups and Terms of Reference

Poulshot Parish Council has resolved to establish Working Groups in the following areas:

- a) Finance and Audit. (F&A)
- b) Health and Safety including Safeguarding and Risk. (H&S)
- c) Governance to include Employment, Complaints and Freedom of Information. (Governance)
- d) Village Maintenance. (Maint)
- e) Highways and Policing. (Highways)
- f) Planning Matters. (Planning)
- g) Communications to include Media, Press, Data Protection and Website. (Communications)
- h) Townsend Farm Development (TFD)
- i) Fireworks Event
- j) The Wellbeing Open Space

The Full Council will retain oversight of each Working Group, but initial investigations and the lead for discussions and recommendations at Parish Council meetings will be the responsibility of the Working Group members. All decisions and the authority to make decisions remains with the Full Parish Council; Working Groups are not decision making bodies and have no delegated authority except for Finance and Audit working group. 7.g.

The Parish Clerk will retain responsibility to distribute/transfer all appropriate correspondence to the appropriate Working Group members, copying as necessary to the remaining Council members. Issue agendas and arrange meetings when required to do so. These meetings may be in person or virtual.

Working Group members will inform the Clerk who will add items to the Full Parish Council meeting agenda as necessary.

Councillors allocated to Working Groups will be volunteers for these groups. The Working Groups will provide a focal point, Councillors should broaden their knowledge to become an informed voice¹. Where training is available Councillors should consider requesting a place via the Parish Clerk for Wiltshire Association of Local Councils run courses. All Councillors may engage in the subjects covered by a Working Group in addition to the nominated members.

Terms of Reference

1. Informed Voice – a term used to represent a councillor who by dint of either training, or professional experience or additional time reviewing a subject may have a greater level of understanding than other councillors. It does not convey that an individual is professionally qualified or an expert in such matters all councillors remain as volunteers elected to their posts.

Each Working Group will consist of between 3 and 4 Parish Councillors. Should the Full Council agree then non-councillors can be co-opted as members of Working Groups to assist in the effective running of that Working Group or delivery of their objectives. Co-opted members will not be included in any discussions or recommendations that result in regulation or control of the Parish's finances.

Working Group Individual Details

1. Finance and Audit. (F&A)

- a) Authorised signatories for Parish banking services (paper and online).
- b) Review all Receipt and Payment vouchers produced by the Clerk relating to Parish spending.
- c) Receive and make recommendations, to Full Parish Council, for all applications for grants from the Community Fund.
- d) Support the Clerk in production of balance sheet and annual accounts for audit.
- e) Draft proposals for the annual precept for discussion by Full Parish Council.
- f) Advise on requirement for quotations for all Parish Council expenditure.
- g) Delegated spending powers up to £500 which must then be formally recorded at the next Full Parish Council meeting.
- h) Review, not less than annually, the bank accounts and savings accounts of Parish monies, to ensure appropriateness.
- i) Review not less than annually, the Parish Council's Investment Strategy for the "Community Fund".
- j) Review, not less than annually, the Parish Council's Financial Reserves Policy.
- k) Review and update the Parish Council Financial Regulations Standing Instruction, not less than annually.
- l) The Clerk shall retain the role of Responsible Financial Officer.

2. Health and Safety including Safeguarding and Risk. (H&S)

- a) Provide a focal point for members of the community to report concerns over H&S or Safeguarding.
- b) Review, not less than bi-annually, the Parish Council's Health and Safety Policy Statement.
- c) Review, not less than bi-annually, the Parish Council's Safeguarding Policy Statement.
- d) Advise the Full Parish Council on matters relating to H&S or Safeguarding.
- e) Maintain a Parish Council risk register.

- f) Support the Clerk in selection of an appropriate Parish Council insurance policy.
3. Governance to include Employment, Complaints and Freedom of Information. (Governance)
- a) On behalf of the Full Parish Council monitor the employment contract of any Parish Council employee, reporting any required changes or breeches to the Full Parish Council.
 - b) Draft for approval by the Full Parish Council the job specification for any Parish Council employee.
 - c) On behalf of the Full Parish Council conduct recruitment activities of any employees when required. Make a recommendation to the Full council on any new employees' appointment.
 - d) Support the Clerk and respond swiftly to any action, communication or complaint that is communicated to or relating to the Parish Council.
 - e) Inform the Parish Council's insurance provider at the earliest opportunity of any action, communication, or complaint for which they may become involved.
 - f) Be the first stage of response in investigating any action, communication or complaint that is brought to the Parish Council's attention.
 - g) Understand the Parish Council's adoption of the Information Commission's Freedom of Information (Fol) Publication Scheme. Support the Clerk in answering an FOI requests received by the Parish Council.
 - h) Conduct, with the Parish Clerk, an annual appraisal process, to include review of job specification and objectives. This will be the performance review and must be recorded.
 - i) Review and recommend the level of reasonable charges that should be raised in answering Fol requests.

4. Village Maintenance. (Maint)

- a) Provide a focal point for members of the community to report concerns over maintenance issues around the village. Consideration should include, but is not limited to: the Green Gardens, the green, trees, hedges, footpaths, salt bins, play equipment, football goals, gates, stiles fences, et al...
- b) Lead on the liaison and provision of the Green Cutting contract. Review performance of the contractor and make recommendations for future contract frequency.

- c) Where maintenance has been identified as being required to lead on establishing an approach to effect a repair. Where necessary this will include seeking quotes to complete the works.
- d) Provide a focal point for members of the community who rent the village allotments.
- e) Instigate swift action for any identified maintenance issue that could lead to injury or harm to any member of the community.

5. Highways and Policing. (Highways)

- a) Provide a focal point for members of the community to report concerns over highways or policing.
- b) Liaison with Wiltshire Council on all matters of highways (roads), verges and pavements.
- c) Meet with and discuss the works required by the Village Steward.
- d) Lead on any road safety issues as they affect Poulshot village, including speed enforcement, signage, and road markings.
- e) Be the first point of contact for the Community Policing Representative to both receive and pass on matters as they affect Poulshot.

6. Planning Matters. (Planning)

- a) To read in detail all planning applications that affect Poulshot Parish.
- b) To be a focal point for residents to seek advice or raise concerns with planning applications.
- c) Report at Full Parish Council meetings on current planning applications and make recommendations as to how the Parish Council should respond.
- d) Monitor all finalised planning applications to ensure compliance with approved planning. If breeches are identified produce the necessary evidence to support a submission to the Wiltshire Planning Enforcement Officer.

7. Communications to include Media, Data Protection and Website. (Communications)

- a) Support the Clerk to manage and monitor the Parish Council's website, to keep it current and provide important messages for the benefit of the wider community.
- b) Be the Parish Council's representatives for any media requests or activity as it may affect Parish Council business or Parish activities.

- c) Understand national General Data Protection Regulations (GDPR) and advise fellow councillors to ensure the Parish Council is compliant.
- d) Review, not less than bi-annually, the Parish Council's Data Management Policy Statement and check how data held by the Parish Council is stored.

8. Townsend Farm Development (TFD)

This is another, significant and involved proposed planning development that could have wider issues that have an impact on the village and its community. This bespoke Working Group will be the Parish Council's representatives.

- a) Liaise with the developers on the momentum of the project.
- b) Document any updates and discussions.
- c) Feedback to the residents of the Village via Council meetings on any progress.

9. Village Survey Working Group.

- a) To consider all comments, recommendations and consolidate into fundamental categories.
- b) To consider locations for any structural objects and recommend to Full Council
- c) To consider any budget allocations, constraints, and ongoing maintenance costs
- d) To feedback to Full Council any recommendations, that must be fully costed beforehand.

10. Village Fireworks Event Working Group

- a) Membership to include at least 2 Parish Councillors and 2 named members of the Village.
- b) To complete the Permissions form for use of the Village Green and/or Green Gardens and submit to the Parish Council.
- c) To provide a Health and Safety Risk Assessment, which is part of the Permission form, to the Parish Council.
- d) Should funding be required to submit a grant application to the Parish Council
- e) To adhere to all the Health and Safety Executive Firework guidelines and advice.
- f) Identify Ignitor, Marshals and First Aider, confirming their roles and responsibilities.

- g) To consider if a Temporary Events Licence (TENs) is required for provision of alcohol etc.
- h) To consider if a Music License is required for any planned live or recorded music.
- i) To advertise the event using the appropriate channels.
- j) On the day of the event to confirm no more than 500 members of the public are in attendance.
- k) Collect any donations and deposit with the Parish Council for safe keeping with their bank account for the following year.

11. The Wellbeing Open Space Working Group

- a) To help provide a community space for the benefit of the Village, helping to create a wildflower meadow and nature habitat, whilst overseeing the development and maintenance of the Community Orchard.
- b) When maintenance is needed, take the lead in arranging repairs, coordinate with the authorised contractor, and obtain quotes if required.
- c) To serve as a contact point for community members looking to use the land for a group activity.
- d) To act as a designated contact for community members to report land maintenance issues, including concerns related to trees, hedges, footpaths, gates, and fences.
- e) Promptly address any maintenance issue identified as posing a risk of injury or harm to members of the community.

Membership

The Working Groups will remain volunteer positions, intended to last for the duration of a Councillor's tenure. Some Working Groups will benefit from always including either the Chair, vice-Chair, or both. In these cases, a change in those positions would result in a change to Working Group membership.

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| 1 | Finance and Audit. (F&A) | Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Church Cllr T Hues |
| 2 | Health and Safety including Safeguarding and Risk. (H&S) | Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Church |

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| 3 | Governance to include Employment, Complaints and Freedom of Information. (Governance) | Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr T Hues |
| 4 | Village Maintenance. (Maint) | Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr Dyke Cllr Nixon |
| 5 | Highways and Policing. (Highways) | Vice Chair (Cllr L Bissett) Cllr T Hues Cllr C Church Cllr Nixon |
| 6 | Planning Matters. (Planning) | Chair (Cllr M Davis) Cllr Dyke Cllr T Hues Cllr Nixon |
| 7 | Communications to include Media, Press, Data Protection and Website. (Communications) | Vice Chair (Cllr L Bissett) Cllr C Dyke Cllr C Church |
| 8 | Townsend Farm Development (TFD) | Chair (M Davis) Cllr C Dyke Cllr T Hues Cllr Nixon |
| 9 | Village Survey | Chair (Cllr M Davis) Vice Chair (Cllr L Bissett) Cllr C Dyke Cllr C Church |
| 10 | Fireworks Event Working Group | Cllr Hues Cllr Nixon 2 members of the public Mr J Warwick Mr T Nixon |
| 11. | The Wellbeing Open Space | Cllr Hues Cllr Bissett Cllr Dyke Cllr Nixon |