

## **DITTISHAM PARISH COUNCIL**

### **Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe Working Groups and Positions of Responsibility**

#### **1) What they are**

Cllrs or teams of Cllrs take a particular responsibility to liaise with an external group, for a project, or for a particular area of the Parish Council's responsibility.

#### **Types of group**

- a) Task and Finish Groups
- b) Outside Bodies Liaison
- c) Working Groups

They carry out work needed by the PC, are a channel of communication, implement the PC's decisions, and research particular projects and report to the PC. Very important work is done by them.

#### **2) How they work**

- a) Groups decide their own meeting schedule.
- b) Suggested size of WGs– working groups are normally about three people and should take a majority view on way forward and on working group reports – not that of any one councillor.
- c) Groups of three or more Cllrs elect a Chairman.
- d) Groups each agree their ground rules for communication.
- e) Written Reports – often just a short paragraph – are required if Groups are reporting to a PC meeting. Aids clarity of decision making and saves time. Circulated with the Agenda for the meeting.
- f) Groups could post their activities as a blog on Parish website.
- g) Ham Events, Playground, and Maintenance Groups need an overlapping member.

#### **3) What they aren't**

- a) Working groups aren't able to make decisions for the PC. The PC's decisions are made in its meetings.
- b) Cllrs have chosen for the Groups to not hold formal public meetings, as required for Committees, so they cannot be delegated any decision making authority.

#### **4) Non-Councillors**

- a) Although they don't strictly apply it is worth noting here that DPC's Standing Orders allow the members of a committee to include non-councillors unless it is a committee which regulates and controls the finances of the council. Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- b) Co-option of non-councillors by a WG must be a unanimous decision of the WG, and such non-councillor members have an advisory role and no vote.

#### **5) Current Working Groups / Positions of Responsibility**

##### **a) Communications**

The Communication WG will be activated as and when it is required.

##### **b) Dart Harbour Communities Group & Dart Estuary Forum**

To represent the Parish Council on the groups, which represents the interests of PCs and landowners. To feedback information and issues/questions to the PC and Parishioners.

##### **c) Emergency Plan – Task and Finish Group**

##### **d) Finance Working Group**

Oversight of DPC finances, and to assist with policy decisions, and with budget setting and annual audit.

##### **e) Footpaths Warden**

To monitor the public footpath network in the Parish and to bring maintenance requirements to the attention of the Parish Council & Devon County Council. To prepare an annual survey of the Parish's public footpaths for submission to DCC in February each year.

##### **f) Car Parking**

To support the operation of the car parks.

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#### **g) Habitat Review Task and Finish group**

#### **h) Ham Events**

To contribute to the planning of events, be aware of events happening, and give feedback on whether The Ham has been restored to its original condition post-event.

#### **i) Maintenance**

To monitor and assist with DPC's maintenance responsibilities – including The Ham and the Old Chapel Burial Ground.

To carry out weekly inspections of the playground - required for user safety and to meet insurance obligations.

#### **j) Health**

To represent DPC on the Dartmouth Medical Practice Patient Participation Group, Dartmouth Together and Dartmouth Caring. To monitor information from Healthwatch and from Torbay and South Devon NHS Foundation Trust. To feedback information and issues/questions to the PC and Parishioners.

#### **k) Planning**

To review planning applications in detail and to present them to meetings of the PC.

#### **l) Tree Wardens**

To review planning applications in detail, to provide the tree warden's response, and to present the applications to meetings of the PC.

To carry out weekly inspection of the PC's trees - required for safety and to meet insurance obligations.

#### **m) Village Hall**

To represent the PC on the Village Hall Management Committee and to feedback information and issues/questions to the PC.

### **Version History**

Updated 1/7/20 MN 156/20.1

<b>Working Party / Responsibility at 3/22</b>	<b>Councillor(s)</b>
Car Parking	Cllrs Anderson, Bond, & Green
Climate & Environment Working Group	Cllrs Neale, Green, Nightingale, and Unitt
Communications	Cllrs Bond, Green, & Neale
Dart Harbour Communities Group	Cllr Anderson, back-up Cllr Green
Dog Fouling	Cllrs Neale, Nightingale, & Quinn
Emergency Plan	Cllr Tucker
Finance	Cllrs Tucker and Anderson
Footpaths	Cllrs Bond and Neale
Health	Cllr S Quinn
Maintenance	Cllrs Anderson, Bond, & Neale
Office of the Police & Crime Commissioner Councillor Advocate	Cllr Lloyd
Planning	Cllrs Anderson, back up Cllr Green
The Ham Events	Cllrs Anderson, Bond
SHDC Climate Community Forum	Cllr Nightingale
Sustainable Dittisham & Sustainable South Hams	Cllrs Nightingale & Neale
Tree Warden	Cllrs Bond & Green
Village Hall Management Committee	Cllr Neale