

# Rodney Stoke Parish Council

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Clerk: Mrs H Marshall 3, Barrows Park, Cheddar BS27 3AZ Tel: 07423283940

**May 2022**

## **Committees, Groups and Representatives of the Council**

### **Planning Committee**

- The Committee will comprise 7 Members, including 2 substitute Members who may attend all meetings
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - To make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter that affects the parish.

### **Burial Ground Committee**

- The Committee will comprise 3 Members and an advisory member from the Church
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - To consider any extraordinary matters regarding the burial ground and make any recommendation or report to full Council
  - To review the fees of the Burial Ground
  - To review the regulations of the Burial Ground
  - To ensure an annual risk assessment is undertaken

### **New Memorial Hall Committee**

- The Committee will comprise 3 Members
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - To consider any extraordinary matters regarding the hall and make any recommendation or report to full Council
  - 1 member to attend meetings of the hall committee and represent the Parish Council, reporting matters to the full Council.

### **Social Media Committee**

- The Committee will comprise 4 Members
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - To review and update the website and social media presence of the Council regularly
  - To ensure the website is fully compliant with legislation
  - To review the fees and charges paid by the Council and make recommendation to the full Council

### **Rev Cobley Playing Field Committee**

- The Committee will comprise 3 Members
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - To consider any extraordinary matters regarding the playing field and make any recommendation or report to full Council
  - 1 member to attend meetings of the playing field committee and represent the Parish Council, reporting matters to the full Council.
  - To ensure that an annual risk assessment is undertaken
  - To review the extent of the weekly risk assessments undertaken in the children's play area by the safety inspection officers

### **Neighbourhood Watch Committee**

- The Committee will comprise 3 Members and one advisory member from the Parish
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
  - A representative to attend training and local meetings
  - To report to the full Council
  - To ensure initiatives are rolled out to the Parish

### **Payment Authorisation**

Councillors Dollins, Gladman, Sealey, Ward.

### **Grievance and Disciplinary Panel**

- The Group will comprise 3 Members.
- The quorum of the Group shall be 3.
- The Group shall undertake the following roles and functions:
  - To settle any matter raised in accordance with the Council policy

### **Appeal Panel**

- The Group will comprise 3 Members.
- The quorum of the Group shall be 3.
- The Group shall undertake the following roles and functions:
  - To settle any matter not resolved by the grievance and disciplinary panel in accordance with the Council policy

### **Play Area Committee**

- The group will comprise 3 Members
- The quorum of the Group shall be 3.
- The Group shall undertake the following roles and functions:
- Authorise the selection and purchase of equipment and services in accordance with any outline requirements
- To progress the project towards completion including any promotion and publicity and fund raising
- To produce draft proposals for ongoing improvements for consideration by Council

### **Footpaths Committee**

- The Group will comprise 3 Members.
- The quorum of a meeting of the Group shall be 3.
- The Group shall undertake the following roles and functions:
- To assess the condition of the Parish footpaths, signs and bridges and report problems to the Clerk for referral to the Local Authority
- To manage a fingerpost group to maintain the Parish fingerposts

### **Staffing Advisory Group**

- The group will comprise 2 Members.
- The quorum of the group shall be 2 Members.
- The group shall undertake the following roles and functions:
- To consider the Clerks annual incremental salary increase
- To consider the basic working hours of the Clerk
- To review the Pension Arrangements of the Clerk
- To report these recommendations to the Full Council for approval
- To review the Clerks performance and recommend any training or performance targets
- To consider any employment issues raised by the Clerk

### **Representatives:**

#### **SALC, Emergency Planning, Road Safety, Transport, Youth.**

- To attend meetings and training
- To advise the Clerk on any action necessary
- To submit a report to the full Council.

## **Safety Inspection Officers**

- 11 Officers
- To assess the condition of the Children's Play Area and field weekly using the approved checklist, and report any problems to the Vice Chairman

Submit the check list to the full Council for approval at the next meeting.  
Urgent matters should be immediately reported to the Clerk for action.

**The Clerk** should arrange for annual external checks to be carried out.