



May 2025

Committees, Groups and Officers of the Council

Planning Committee

- The Committee will comprise 7 Members, of which 3 Members to attend site 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.

Staffing Committee

- The Committee will comprise 3 Members. Cllrs Beynon, Body, and Vining
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
- To consider any grievance or disciplinary matters in accordance with the Council policy
- 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 agreed changes to the Budget Advisory Group
- To review the Clerks performance and recommend any training or performance targets
- To consider any employment issues raised by the Clerk
- To make recommendations on the above to the full Council

Budget Advisory Group

- The Group will comprise 2 or more Members and the Clerk. Cllrs Body and Spooner
- The quorum of the Group shall be 3.
- The Group shall undertake the following roles and functions:
- To make representations to the Parish Council on the Annual Budget
- To consider current memberships and subscriptions and make recommendations to the Parish Council.
- To advise the Parish Council on the required Precept/Grant to meet current requirements of the Council.
- Review the asset register
- To review the internal audit in a proportionate manner

Payment Authorisation

Councillors Beynon, Body, Shaw, Spooner and Vining.

Local Community Network Representatives

Cllr Spooner; Substitute Cllr Beynon

Defibrillator Safety Officers

- Councillor Beynon and Mr R Stiddard
- To carry out weekly checks and complete the report
- To carry out monthly checks, complete the report and notify the clerk
- The clerk: to submit monthly reports to The Circuit

Contact Officer

- To draft and submit a report to Contact magazine, to accord with items identified for submission at a full Parish Council meeting. Cllr Shaw

Footpaths Officer

- Cllr Beynon, Badgworth; Cllr Mahoney, Biddisham and Tarnock
- To assess the condition of the Parish footpaths and bridges and report problems to the Clerk for referral to the Local Authority.

Safety Inspection Officers

- To assess the condition of the Parish Open Spaces at least quarterly and report any problems to the full Council for approval at the next meeting. Urgent matters should be immediately reported to the Clerk for action. Schoolroom Management Committee representatives and Mr R Stiddard.

The Clerk should arrange for annual external checks to be carried out on the Goalposts in the Jubilee Field.

Community Events in the Biddisham Open Space Committee

- The Group will comprise 3 or more Members including at least 1 Councillor
- The quorum of the Group shall be 3. Councillors TBA
- The Group shall undertake the following roles and functions:
 - To book the field for an event with the Clerk
 - To undertake an appropriate risk assessment for the event
 - To ensure that the Council's Insurance provider has been notified of the event prior to the event.
 - To arrange a further cut of the grass, if appropriate, prior to the event
 - To arrange for appropriate notices advertising the event
 - To arrange for the field to be returned to its previous condition within a reasonable period after the event.
 - To report any damage or incidents occurring in association with the event.