

**SHOTLEY PARISH COUNCIL**  
**Committees, Working Groups and Council Representatives 2019/2020**

<b>Committees:</b>	<b>Membership:</b>
Employment	Cllrs B Powell, M Williams and R Green
Employment Appeals	Cllrs R Wrinch, R Bareham and D Davis.
Complaints	Cllrs B Powell, R Wrinch, M Williams and R Green
Complaints Appeals	Cllrs R Bareham, C Mills and J Briscoe
<b>Working Groups:</b>	
Neighbourhood Development Plan	Cllr D Davis ( <i>further membership to be approved</i> )
Finance	Cllrs B Powell, R Bareham and R Green
Facilities and Open Spaces	Cllrs R Wrinch, C Mills, D Davis and T Ingram
<b>Outside Groups/Bodies:</b>	<b>Appointed Councillor Representative:</b>
Village Hall Management Committee	Cllr M Williams
HMS Ganges Museum	Cllr M Williams
Shotley Pier Project	Cllr B Powell
Babergh East Police and Parish Forum	Cllr M Williams
Harwich International Port (Local Authority Liaison Cte) (HIP LALC):	Cllrs R Wrinch and B Powell
Shotley Peninsula Shoreline CIC	Cllr R Green
<b>Administrative Roles:</b>	
Press and media	Parish Clerk and Chairman
Suffolk Association of Local Councils	Parish Clerk and Chairman

At the Annual Parish Council Meeting, Councillors are appointed to serve on various Council Committees, Working Groups and as Representatives on outside bodies.

**Committees with Delegated Powers:** A council can delegate some of their decision-making powers to committees and they can consist of councillors, council staff, other people or a combination of either. The council retains control over membership and delegations and as this allows the committee to exercise the power to make certain decisions as “the council”, the Local Government Act subjects them to the same statutory procedures and conducts as the council, ie. Standing Orders, agendas and minutes, declarations of any Interests, etc.

Each committee has formal **Terms of Reference** which outline the business it is authorised to consider. At the appointment of individual committees, and at each annual council meeting thereafter, the council resolves to bestow a certain amount of delegated authority to enable committees to make legal decisions without subsequent ratification by the full council. This reduces bureaucracy and streamlines the decision-making process.

**Working Groups:** These can be formed by either the Council or one of its committees and are beneficial where there is an ongoing project or piece of work that requires a team of interested individuals which can be councillors or non-councillors. This flexibility allows the group to be more dynamic and proactive. Working Groups do not have to abide by the same statutory procedures as they have no delegated powers, ie, cannot make any decisions on behalf of the Council.

**Parish Council Representatives:** Represent the Council on outside bodies and act as liaison between the two, furnishing members with up to date information, clarifying any points and reporting back.

Parish Councillors, whether acting as members of Committees and Working Groups, or as representatives of the Council, including the Chairman and Vice-Chairman, do not have any powers to make any decisions, give instructions or approve any matters.