

## Shotley Parish Council

### Memberships of Committees and Working Groups – 2022/2023

Committee	Membership
Employment	B Powell, R Green, C Smith
Employment Appeals	R Wrinch, T Ingram, P Hillier
Complaints	B Powell, R Wrinch, R Green
Complaints Appeals	T Ingram, C Smith, P Hillier
Working Group	Membership
Finance / Admin	B Powell, R Green, T Ingram
Facilities and Open Spaces	R Wrinch, T Ingram, P Hillier
Allotments	T Ingram, P Hillier <b>Wardens:</b> D Hazelwood and B Powell
Play areas	P Hillier, C Smith, R Wrinch C Mills (as member of the public)
External Organisation	PC Representative/Liaison
Village Hall Management Committee	R Green
HMS Ganges Museum	R Green
Shotley Pier Project	B Powell, P Hillier
Babergh East Police and Parish Forum	C Smith
Harwich International Port (Local Authority Liaison Cte) (HIP LALC):	R Wrinch, B Powell
Shotley Peninsula Shoreline CIC	R Green, T Ingram, L Ingram
Shotley Community Orchard	T Ingram, L Ingram
Ganges development	R Wrinch, B Powell, T Ingram, C Smith

<b>Administrative Roles</b>	
SALC (Suffolk Association of Local Councils)	Chairman and Clerk
Press / Comms	Chairman and Clerk

### **Notes:**

There are significant differences between a Committee and a Working Group. A Committee operates on a formal setting, very much like that of a full council meeting, (please see Standing Orders), with items such as formal agenda served at least 3 days before a meeting, proper minutes, meetings held in public (unless the matter being considered is confidential), with clear terms of reference, and list of delegated functions (if any), with an elected Chair, etc.

A Working Group is more informal, with no requirement for public meetings, but also no delegation of power, which also means it cannot make decisions on behalf of the council, just prepare recommendations, make enquiries, provide reports. do initial research for a project, and so on.

Meetings of our Committees must be organised/agenda prepared/minutes processed by the Clerk. Notes from Working Group meetings may be prepared by one of the attendees, but these are not essential providing a report is given on any news/updates/findings by one of the attendees at the full council meeting, as and when required. The same applies to PC reps attending third party meetings.

Councillors should let the Clerk know no later than 7 days before a full council meeting is due to take place if they wish to deliver a report or recommendations from a Working Group or third-party organisation so that it can be tabled on that month's agenda.