

STAPELEY AND DISTRICT PARISH COUNCIL

COMMITTEES AND THEIR MEMBERSHIP

The following are the standing Committees of the Parish Council and their membership. Membership is renewed at the Annual Meeting of the Parish Council

These Committees meet on an ad-hoc basis. As with full Parish Council meetings, they are open to the public and anyone can attend. Please note, however, that there is no public question time slot on Committee agendas.

Although Committees have been established, the Parish Council reserves to itself the right to deal with any matter which can be delegated to a Committee. In practical terms, if it is not possible to arrange a Committee meeting, matters which arise will be dealt with at full Parish Council meetings.

- **Communications Committee**

Role of the Committee:

To deal with any matters concerned with communicating with its community, including (but not limited to) ensuring that the website is up-dated regularly, Parish Newsletters are timely, review of the Parish Council's Publication Scheme (under the Freedom of Information Act 2000) and seek to raise the profile of the Parish Council to parish residents.

Members: Mike Docker, Sandy Gwinn-Freemantle, Jo Hillman, Martin Malbon and Matthew Theobald

- **Finance and Grants Committee:**

Role of the Committee:

Its principal role is to give initial consideration to the budget proposals for the forward year giving a steer to the Parish Council. In addition, the Committee considers any requests for grants from its Small Grants Fund.

Members: Shaun Clough, Mike Docker, Jo Hillman, Keith Lawrence and Keith Nord

- **Appointments Committee (Community Hall)**

Role of the Committee:

The Committee deals with any staff appointments whose role is solely related to the community hall.

Members: Sandy Gwinn-Freemantle, Jo Hillman, Keith Lawrence and Matthew Theobald.

- **Complaints Committee**

Please note: These meetings are generally held in private, but the decision of the Committee is published. Where there is a complaint against the Clerk, this is dealt with as a staffing matter.

Role of the Committee:

The Committee considers all complaints made in accordance with the Complaints Policy. Complaints could be made against the Parish Council, the Clerk, or individual parish councillors.

In the first instance, the Clerk, in consultation with the Chairman, will try to resolve complaints to the satisfaction of the complainant by less formal measures before resorting to the complaints procedure.

Members: Sandy Gwinn-Freemantle, Keith Nord (plus two other Members yet to be appointed).

- **Community Hall Committee**

Role of the Committee:

To deal with all matters in relation to the management of the community hall, subject to spending being restricted to any transaction under £1,000 and in accordance with the Parish Council's agreed budget.

Members: Shaun Clough, Sandy Gwinn-Freemantle, Jo Hillman, Martin Malbon and Matthew Theobald