

## Aberford & District Parish Council

### Advisory and Working Groups

Parish Council business is conducted at its regular monthly meetings.

The following groups are appointed by and solely responsible to Aberford and District Parish Council. The terms of reference of each group are defined and agreed by the Parish Council and may be modified at any time by vote of the Parish Council.

Each group is advisory and has no power to make decisions on behalf of the Parish Council or incur any expenditure, unless specifically authorised in relation to a specified decision or item of expenditure which authorisation shall only be given by the Parish Council at a public meeting and recorded in the minutes.

<b>Group</b>	<b>Membership</b>	<b>Terms of Reference</b>
Public Rights of Way Working Group	P Hancock A Hogg	<ol style="list-style-type: none"><li>1. To take the lead on all public rights of way (PROW) matters;</li><li>2. To be the principal contact point for the public on PROW matters;</li><li>3. To walk, with assistance from other members, the PROW network once a year to assess the condition;</li><li>4. To consider and report on issues relating to the condition and maintenance of PROW and to recommend courses of action to the Parish Council;</li><li>5. Where required, to recommend a contractor to maintain the PROW network;</li><li>6. To instruct the agreed contractor to carry out work as necessary, within the agreed budget;</li><li>7. To agree invoices submitted for maintenance work for approval by the Parish Council.</li></ol>
Planning Advisory Group	P Hancock A Hogg D Howson R Reed	<ol style="list-style-type: none"><li>1. To take the lead on planning issues;</li><li>2. To be the principal contact point for the public with planning queries;</li><li>3. To receive planning applications on behalf of the Parish Council, to consider the same including making site visits if necessary and to make recommendations to the Parish Council on comments to be submitted to Leeds City Council;</li><li>4. To notify members of receipt of planning applications in good time and to invite their comments; to arrange site visits by other members if considered appropriate;</li><li>5. To take into consideration comments from members in making their recommendations to the Parish Council;</li><li>6. Where the deadline for making comments to Leeds City Council falls before the next Parish Council meeting, the Group is given delegated authority to make comments on applications for works to trees in conservation areas. Comments</li></ol>

Group	Membership	Terms of Reference
		made under such authority to be reported to the next meeting of the PC.
Jubilee Field and Play Area Working Group	P Hancock D Howson R Reed	<ol style="list-style-type: none"> <li>1. To oversee all aspects relating to Jubilee Field and the Play Area, including ongoing maintenance and the repair and/or replacement of equipment or surfaces;</li> <li>2. To undertake visual inspections of the Play Area and Jubilee Field on a weekly basis and to complete a monthly written checklist; to report back to the Parish Council on maintenance required;</li> <li>3. To consider any quotes or estimates received for maintenance, repair or replacement costs and to make recommendations to the Parish Council;</li> <li>4. To meet quarterly to consider any further development of Jubilee Field and to bring forward proposals to the Parish Council</li> </ol>
Highways and Traffic Management Advisory Group	P Hancock A Hogg D Howson	<ol style="list-style-type: none"> <li>1. To take the lead on dealing with highways, traffic management and parking issues;</li> <li>2. To be the principal contact point for the public in relation to highways, traffic management and parking issues;</li> <li>3. To liaise and meet with Leeds City Council as necessary to discuss issues relating to highways, traffic management and parking;</li> <li>4. To deal with snow clearance as necessary;</li> <li>5. To deal with traffic management issues relating to the Boxing Day Hunt;</li> <li>6. To appoint members to operate speed indicator devices.</li> </ol>
Governance & Policy Development Working Group	D McCready R Reed	To liaise with the Clerk on the review and drafting of governance documents and to make recommendations to the Parish Council on the adoption of governance documents
Finance and Resources Advisory Group	D McCready M Oakes N Griffiths R Reed	<ol style="list-style-type: none"> <li>1. To conduct internal financial controls;</li> <li>2. To consider and to make recommendations to the Parish Council on budgetary, finance and resource issues;</li> <li>3. To deal with and make recommendations to the Parish Council on employment and pension matters;</li> <li>4. To be the principal point of contact in dealing with complaints from members of the public</li> </ol>

Group	Membership	Terms of Reference
Environment and Maintenance Working Group	K Dunwell P Hancock A Hogg D Howson	<ol style="list-style-type: none"> <li>1. To have responsibility for the management and maintenance of Parish Council assets and property (see Register of Assets).</li> <li>2. To consider any quotes or estimates received for maintenance, repair or replacement costs of Parish Council assets and property and to make recommendations to the Parish Council;</li> <li>3. To consider and deal with issues relating to dog-fouling, grass and hedge cutting, weed control, street cleansing, fly-tipping, litter-bins, street furniture and any other aspects of maintenance throughout the parish;</li> <li>4. To be the principal point of contact for the public on environmental issues;</li> <li>5. To liaise and meet with Leeds City Council as necessary to discuss environmental issues</li> </ol>
Communications Advisory Group	M Oakes N Griffiths	<ol style="list-style-type: none"> <li>i. To take the lead and to make recommendations to the Parish Council on developing strategies and policies for improving communication with the public;</li> <li>ii. To review and maintain the Parish Council's website and to make recommendations to the Parish Council on the content of the website, hosting and any other issues;</li> <li>iii. To consider developing a logo/brand for the Parish Council and to make recommendations to the Parish Council</li> </ol>

## External Organisations

Organisation	PC Representative(s)	
Neighbourhood Development Plan Management Group	Keith Dunwell David Howson	Mike Oakes Ruth Reed
Village Hall Committee	Mike Oakes	Nancy Griffiths
Leeds City Council Outer North East Parish and Town Council Forum	Keith Dunwell David Howson	Ruth Reed
Aberford Church of England Primary School liaison officer	Mike Oakes	
Aberford Almshouses Trust	Andrew Hogg	
Poor Lands Trust	Ruth Reed	
Hook Moor Liaison Committee	Keith Dunwell Paul Hancock Dave McCready	

## Additional Responsibilities

Description	Members	Responsibilities
Hanging Baskets sponsorship	A Hogg M Oakes	To raise sponsorship, collect sponsorship money, to deal with any maintenance issues, to liaise with Leeds City Council as required on any issues arising
Newsletter	N Griffiths	To be responsible for the writing, printing and distributing of the Parish Council newsletter at least twice per year
Christmas Lights	K Dunwell D Howson	To consider the location and number of Christmas lights and appropriate suppliers and to make recommendations to the Parish Council; to take the lead in organising the installation of lights; to consider any "switch-on" event and to bring forward proposals to the Parish Council; to liaise with the supplier as necessary in the event of any issues with the lights
Leeds Festival	A Hogg D McCready	To deal with the allocation of Leeds Festival residents' tickets to residents