

Aberford and 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.

Group	Membership	Terms of Reference
Public Rights of Way Working Group	J Jeffrey P Hancock A Hogg D Overend	<ul style="list-style-type: none"> i. To take the lead on all public rights of way (PROW) matters; ii. To be the principal contact point for the public on PROW matters; iii. To walk, with assistance from other members, the PROW network once a year to assess the condition; iv. To consider and report on issues relating to the condition and maintenance of PROW and to recommend courses of action to the Parish Council; v. Where required, to recommend a contractor to maintain the PROW network; vi. To agree invoices submitted for maintenance work for approval by the Parish Council
Planning Advisory Group	P Hancock D Howson R Reed	<ul style="list-style-type: none"> i. To take the lead on planning issues; ii. To be the principal contact point for the public with planning queries; iii. 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; iv. 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; v. To take into consideration comments from members in making their recommendations to the Parish Council
Jubilee Field and Play Area Working Group	P Hancock D Howson M Piper R Reed	<ul style="list-style-type: none"> i. 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; ii. 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;

		<ul style="list-style-type: none"> iii. To consider any quotes or estimates received for maintenance, repair or replacement costs and to make recommendations to the Parish Council; iv. To meet quarterly to consider any further development of Jubilee Field and to bring forward proposals to the Parish Council
Highways and Traffic Management Advisory Group	P Hancock A Hogg D Howson M Piper	<ul style="list-style-type: none"> i. To take the lead on dealing with highways, traffic management and parking issues; ii. To be the principal contact point for the public in relation to highways, traffic management and parking issues; iii. To liaise and meet with Leeds City Council as necessary to discuss issues relating to highways, traffic management and parking
Governance Working Group	J Jeffrey M Piper 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 Overend M Piper R Reed	<ul style="list-style-type: none"> i. To conduct internal financial controls; ii. To consider and to make recommendations to the Parish Council on budgetary, finance and resource issues; iii. To deal with and make recommendations to the Parish Council on employment and pension matters; iv. To be the principal point of contact in dealing with complaints from members of the public
Environment and Maintenance Working Group	K Dunwell A Hogg D Howson	<ul style="list-style-type: none"> i. 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; ii. To be the principal point of contact for the public on environmental issues; iii. To liaise and meet with Leeds City Council as necessary to discuss environmental issues
Communications Advisory Group	D Overend M Piper	<ul style="list-style-type: none"> i. To take the lead and to make recommendations to the Parish Council on developing strategies and policies for improving communication with the public; 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; iii. To consider developing a logo/brand for the Parish Council and to make recommendations to the Parish Council
Policy Development Group	To be confirmed	To be confirmed

External Organisations

Organisation	PC Representative(s)	
Neighbourhood Development Plan Management Group	T Brown K Dunwell A Hogg D Howson	J Jeffrey D Overend R Reed
Village Hall Committee	J Jeffrey	
Leeds City Council Outer North East Parish and Town Council Forum	K Dunwell R Reed	
Hook Moor Liaison Committee	K Dunwell P Hancock (appointment tbc)	
Aberford Almshouses Trust	J Jeffrey	
Poor Lands Trust	J Jeffrey	
Aberford Church of England Primary School	M Piper	

Additional Responsibilities

Description	Members	Responsibilities
Hanging Baskets sponsorship	T Brown D Overend J Jeffrey	To raise sponsorship, collect sponsorship money, to deal with any maintenance issues, to liaise with Leeds City Council as required on any issues arising
World War I and II memorials and parish monuments	J Jeffrey	To consider the provision of memorials to commemorate the anniversaries of World Wars I and II; to deal with public consultations; to make recommendations to the Parish Council; to take the lead in organising any memorial agreed by the Parish Council to be provided; to deal with maintenance of war memorials and parish monuments
Garforth/Aberford joint NDP	K Dunwell R Reed	To liaise with LCC and Garforth Forum on the possibility of a joint Aberford/Garforth neighbourhood development plan area and to report back to the Parish Council
Newsletter	M Piper	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 D Overend	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	J Jeffrey	To deal with the allocation of Leeds Festival residents' tickets to residents