

WEMBDON PARISH COUNCIL

GENERAL RESPONSIBILITIES DELEGATED TO THE SUB-COMMITTEES

Finance Committee

The primary functions of the Finance Committee are to prepare draft budgets for approval by the Council, monitor actual payments and receipts against budget, review financial procedures, carry out risk assessment and review the Register of Assets from time to time, review regularly Financial Regulations, prepare the Annual Return and provide support as necessary for the annual audit. The Finance Committee also takes a lead in seeking grant funding for the Council for the projects it undertakes.

Planning Committee

The Planning Committee considers and comments upon planning applications submitted to the District Council, reviews decisions made by the District Council on planning applications, responds to any consultation documents on planning matters and is generally pro-active in any matters to do with planning and development control affecting the Parish, including the preparation and presentation of the Council's position papers on such matters.

Playing Fields and Common Committee

The Playing Fields and Common Committee takes responsibility for the day to day management of all of the Council's owned and leased land with the exception of the allotments. This includes the maintenance of the grass and hedges to a reasonable level and also the safe operation of the play equipment in the playing field including the necessary inspections.

Highways Committee

The Highways Group considers all matters of concern, initiatives for improvement and consultation documents relating to highway issues in the parish. It works in close cooperation with the Speed watch team in monitoring the traffic speed in the Village and considers ways to improve the highway network to improve the safety for all road users. It comments on all planning and development matters where there are highway implications and prepares and presents the Council's position papers on these.

Footpaths, Verges and Litter Committee

The Footpaths, Verges and Litter Committee are responsible for ensuring that the public areas in the Village are kept free of litter and general debris. They monitor street cleaning and collections from dog and waste bins and organize litter picking when necessary in the Playing field and on the public footpaths, roadside verges and banks of ditches. They are also responsible for liaison with the SCC team in ensuring that the footpaths in the Parish are kept clear of overgrowth and fallen branches.

Communications Committee

The Communications Committee deals with all the matters pertaining to IT and communication. The group started with the creation of this website and meet periodically to review and update the content. They are also responsible for publicity which may include a Parish Newsletter in the future.

Land Acquisition and Development

This Committee are responsible for considering possible additions to the Council's leased and owned land to meet the needs of the Wembdon community.

Allotments

The Allotments officer is responsible for liaising with the Allotment holders and ensuring that the area is maintained to an acceptable level, taking the opportunity to recommend improvements to the Council as these may arise or any actions necessary to meet health and safety requirements.

Staffing Committee

The Staffing Committee oversees all matters to do with human resources, reviews employee performance and appraisals, maintains procedures on personnel matters and monitors the Council's responsibilities under the Freedom of Information Act.

Appeals Committee

The Appeals Committee deals with any appeals brought by employees following action under the Disciplinary and Grievance procedures.