

EWPC COMMITTEES & ROLES SUMMARY

Updated : September 2023

Role	Name
Chair	Paul Hurst
Vice Chair	Karen Titcomb
Councillors	Simon Bowden, Susan Cooper, Graham Dick, Martin Hainge, Mark Rand, Carie Roots, Andrew Watson

Committee/Group	Description	Major / Minor	Current Chair and members
Finance Committee	<ul style="list-style-type: none"> To manage the monthly income and expenditure Build the annual budget and set the tax level of the precept Track the annual spending against budget Manage any grants and S106 monies in conjunction with BDBC Manage annual audit Manage grant requests 	Major	Chair: Paul Hurst Members: Karen Titcomb, Mark Rand Admin: Clerk <i>Desired councillors: 3</i>
Planning Committee	<ul style="list-style-type: none"> To receive and comment on all planning applications in the parish and on those issues that affect and/or impact our parish from neighbouring parishes To talk as relevant at BDBC planning meetings on applications To be a point of contact for any parishioner wanting to discuss planning application in the parish Liaison with other parish councils on local planning matters To challenge inconsistencies with planning decisions made at BDBC Owner of the Village Design Statement document (VDS) and Neighbourhood Plan 	Major	Chair: Karen Titcomb Members : Andrew Watson, Susan Cooper, Simon Bowden, Martin Hainge Admin: Susan Cooper <i>Desired councillors : 5</i>
Local Plan Update	<ul style="list-style-type: none"> To keep informed of updates and relate it to EWPC's Neighbourhood Plan 	Major	Lead: Paul Hurst
Amenities Committee	<ul style="list-style-type: none"> To manage and control all public amenity facilities in the parish To build cases, search for funding partners and manage any future amenities projects To manage the parish maintenance plan and associated contractors Responsible for the CCTV systems Overall control of volunteer ranger 	Major	Chair: Mark Rand Members: Paul Hurst, Susan Cooper, Carie Roots Clerk (admin) <i>Desired councillors: 4</i> <i>Quorum: 3</i>
Footpaths	<ul style="list-style-type: none"> Management of footpaths in the parish and liaison with local land owners with respect to footpath and footpath furniture maintenance Ensure all footpaths are signed correctly and have yellow way markers in place Work with landowners to proactively remove stiles and replace with self closing gates to make the countryside accessible for all 	Major	Lead: Andrew Watson <i>Desired councillors: 1</i>

Highways	<ul style="list-style-type: none"> Responsible for liaison regarding highways in the parish Liaison and close working with HCC with respect highway maintenance issues Management of parish hedgerow & ditches when they affect the highways 	Major	Lead: Graham Dick <i>Desired councillors: 1</i>
Police	<ul style="list-style-type: none"> To be responsible for the strategic relationship between the police and parish councils <i>(TBC: Responsible for parish / police liaison)</i> 	Minor	Lead: Simon Bowden <i>Desired councillors: 1</i>
Disaster Planning	<ul style="list-style-type: none"> Responsible for the disaster recovery plan, business continuity etc that is shared with neighbouring parish councils Building a key individual network document Annual update of plan with other parish councils Submission of updated plan to BDBC 	Minor	Lead: Clerk <i>Desired councillors: 1</i>
Speed Data/Traffic calming	<ul style="list-style-type: none"> To be the point of contact to the police for any speed related issues To administer locations of speed indicators 		Lead: Martin Hainge <i>Desired councillors: 1</i>
IT	<ul style="list-style-type: none"> Management of EWPC website and Facebook page Management of EWPC Email service provider Knowledgeable on IT matters for the parish e.g. broadband 	Minor	Ad-hoc The Clerk
East Woodhay Village Hall	<ul style="list-style-type: none"> Be the EWPC's representative as a member of the East Woodhay Village Hall committee 	Minor	Lead: Paul Hurst <i>Desired councillors : 1</i>
East Woodhay Charities	<ul style="list-style-type: none"> Be the EWPC's representative and member of the East Woodhay Charities committee – 2x meeting per annum 	Minor	Lead: Susan Cooper <i>Desired councillors : 1</i>
Utilities Liaison	<ul style="list-style-type: none"> Be the point of contact on the PC who is responsible for public utility liaison as relevant e.g. electricity, water, telephone 	Minor	Lead: Graham Dick <i>Desired councillors: 1</i>
Spectrum Writer & Submission	<ul style="list-style-type: none"> Be the point of contact for collating ideas and content, writing and submitting to Spectrum on a monthly basis the "PC News Update" 	Minor	Lead: Clerk <i>Desired councillors : 1</i>
Clerk	<ul style="list-style-type: none"> Clerk to the council Administrative function to the Council Representative of EWPC to HALC Finance responsible for EWPC and auditors Employee to the EWPC 	Major	Amy White <i>Mandatory role</i>
Litter Warden	<ul style="list-style-type: none"> Responsible for ensuring that EWPC is a litter free as possible in public places Responsible for the public litter bins Responsible for the dog foul waste bins Employee to EWPC 	Major	Patricia Barnes <i>Desired at least 1 litter warden</i>