

Docking Parish Council

Group Membership Policy and Register

1. Introduction

This policy provides guidance on the operation and governance of sub-committees, working groups, and Councillors' roles as representatives of Docking Parish Council on external groups. It operates within the framework of the Council's **Standing Orders**. In the event of any conflict or ambiguity, the **Standing Orders** take precedence over this policy.

2. Establishing and Disbanding Sub-Committees and Working Groups

The creation or disbandment of sub-committees and working groups will be conducted in accordance with the procedures set out in the Council's Standing Orders.

3. Councillors' Memberships of External Groups

Councillors may be invited or appointed by resolution of the Council to represent Docking Parish Council at external groups or organisations.

External groups may invite 1 or 2 councillors to represent the PC and create an effective communication channel but may not specify which councillor.

4. Register of Sub-Committees, Working Groups, and External Group Memberships

The Parish Clerk shall maintain a **Register of Sub-Committees, Working Groups, and External Group Memberships**, which will serve as a living document, updated as necessary. This Register shall include the following details for each entry:

- **Group Name:** The name of the sub-committee, working group, or external group.
- **Purpose:** A brief description of the group's role and objectives.
- **Membership:** A list of members, including the Chair and any co-opted members. For external groups, this will list the appointed Councillor(s). Councillor memberships shall also be noted on the Parish Council website.
- **Meetings:** Details of meeting schedules and locations.
- **Authority:** Any delegated powers explicitly granted by the Council.

The Register shall be reviewed regularly to ensure it reflects the current status of all sub-committees, working groups, and external group memberships and shall be appended to this document.

5. Reporting and Decision-Making

- **Reporting Requirements:** All sub-committees, working groups, and Councillors representing the Parish Council on external groups must report their activities, actions, and recommendations to the full Parish Council. Reports should be provided at the next Council meeting following any group meeting.

- **Decision-Making:** No sub-committee, working group, or external group representative may make decisions or take actions on behalf of the Council unless such powers have been explicitly delegated by resolution of the Council.
- **Delegated Authority:** Any delegated authority must be documented in the group's terms of reference and within the Register.

6. Policy Review

This policy shall be reviewed bi-annually or when changes to the Standing Orders or other relevant regulations occur.

Appendix: Living Register of Sub-Committees, Working Groups, and External Group Memberships

Register Overview: The Register contains details of all current sub-committees, working groups, and external group memberships and is maintained by the Parish Clerk. Below are the entries:

Group Name	Members	Details
Finance Committee	Cllr. Nicola Durrant Cllr. Angela Archdale Clerk / RFO Cllr David Wroth	- Purpose: To oversee the Parish Council's financial matters in line with Financial Regulations. Responsibilities include: 1. Authorising bank payments that have been: - Approved by the Council; and set up by the Responsible Financial Officer (RFO). 2. Meeting to discuss financial issues and presenting reports to the Council as required. 3. Reviewing financial documents and recommending actions to the Council. 4. to carry out annual Financial Risk assessment to present to council for publishing on the website 5. To review the monthly report ahead of the PC meeting to advise any concerns. Meetings: As required at [location]. Authority: Delegated authority only to authorise bank payments in accordance with the conditions above.

Group Name	Members	Details
Personnel Advisory Group	Cllr. Melanie Lewis Cllr. Angela Archdale	- Purpose: To address staffing matters, including recruitment, appraisals, and staff grievances. Meetings: As required at [location]. – Authority: Recommendations to be made to the Council.
Planning Advisory Group	Cllr. Sandra Howard Cllr. Kate Kilby	Purpose: 1. To review and recommend Council responses for the Clerk to submit, under delegated authority, when responses are required before the next Council meeting. 2. To hold a copy of the Neighbourhood Plan and advise on its application in Council consideration of planning applications. Meetings: As required. Authority: Delegated authority to provide recommendations to the Clerk for submission on behalf of the Council.
ORG Working Group	Cllr. Angela Archdale Cllr. Nicola Durrant Cllr Kate Kilby, Cllr David Wroth,	Purpose: To coordinate projects around the ORG (Outdoor Recreation Ground). Meetings: As required at [location].
External Group Membership: Toad Watch	Cllr. Melanie Lewis	Purpose: To support and liaise with the village organisation on helping Toads across the road toads. Meetings: As scheduled by Toad Watch. - Authority: Reporting back to the Parish Council.
Asset Group	Cllr Nicola Durrant Cllr Kevin Crompton Cllr David Wroth Cllr Josie Flower	Purpose: To review assets for maintenance and repair on a schedule and to respond to adhoc issues and enquiries. Meetings: biannually and as needed.

Group Name	Members	Details
Biodiversity / Green space	Cllr Melanie Lewis, Cllr Nicola Durrant, Cllr Josie Flower Cllr Kate Kilby Cllr Kevin Crompton	Purpose: to consider the biodiversity impact of projects and to consider Greenspace and planting management Meetings: as required Reporting: to Parish Council Delegated powers – none
Christmas Lights Working Group	Cllr Kevin Crompton Cllr Nicola Durrant Cllr David Harrison	Purpose: To organise Christmas Lights in Docking Village Meetings: as required Reporting: to Parish Council Delegated powers – none