

UPAVON PARISH COUNCIL – COMMITTEES – APRIL 2016

1. **Upavon Parish Council Chairman.** Paul Cowan.
2. **Upavon Parish Council Vice Chairman.** Peter Williams.
3. **Upavon Parish Council Committee Structure.**

Committee	Committee Chairman	Committee Members	Purpose of Committee	Detailed Tasks of Committee	External Meeting Attendance
(a)		(b)	(c)	(d)	(e)
<u>Development Control Committee</u>	Adrian Lutmann ¹	Peter Williams Paul Cowan	Ensure that the Village viewpoint is heard when development control applications are being considered	<ul style="list-style-type: none"> • Contribute to all development control applications basing comment on the village design statement. • Liaise with relevant WC representatives. 	<ul style="list-style-type: none"> • Pewsey Area Board² • PCAP³ • Community Area Planning Sub-Group
<u>Finance Committee</u>	Peter Williams	Adrian Lutmann Paul Cowan	Prepare and maintain Annual Plan and Budget	<ul style="list-style-type: none"> • Recommend Annual Plan and Budget including Precept figure. 	
<u>Public Safety Committee</u>	Gerry Ward	John Cabra Julie Swansborough	Propose and implement measures which will improve Villagers' overall safety	<ul style="list-style-type: none"> • Road Safety and Transport liaison. • Highways and Streetscene liaison. • Maintain contact with Neighbourhood Policing Team (NPT), to include Neighbourhood Watch issues. • Propose any reasonable general safety measures. 	<ul style="list-style-type: none"> • Pewsey Area Crime and Community Safety (PACCS) Group • Community Area Transport Group (CATG)

¹ As Planning Team Leader, Adrian has agreed to continue his work as the Parish Council's Emergency Planner. All Councillors are expected to contribute to this important work.

² The Chairman, Vice Chairman and all Team Leaders are expected to attend the Area Board and PCAP Meetings as required.

³ As above.

				<ul style="list-style-type: none"> • SID Management/Coordination. • Liaise with relevant WC representatives as required. 	
<u>Community Facilities Committee</u>	John Tighe	Ralph Hilliard Noel Maskell	Ensure Village facilities and amenities are maintained to appropriate standards.	<ul style="list-style-type: none"> • Village Maintenance Contract: <ul style="list-style-type: none"> ○ Task Contractor. ○ Monitor Contract. ○ Update/Refine/Review Contract. ○ Annual Assessment of Contract/Contractor. • Plan maintenance of Upper and Lower Play Areas. • Coordinate RoSPA Inspections and Action Plan. • Task Parish Steward.⁴ • Maintain financial insurance. • Ensure maintenance of all other amenities eg bus shelter, 'phone boxes, AEDs. • Deal with environmental issues. • Fields In Trust (FiT) contact and liaison. • Liaise with relevant WC representatives. 	

4. This Structure was endorsed at the Parish Council Meeting of 18 May 16 – Minute 16/40 refers.

⁴ Significant liaison will be required between the Community Facilities and Public Safety Team Leaders in order to ensure that the Parish Steward is effectively tasked.