

OAKLEY & DEANE PARISH COUNCIL

WORKING PARTIES AND COMMITTEES

Working party	Scope of work	Meetings
BURIAL GROUND AND CHURCHYARD	Oversees the maintenance and safety of the burial ground and closed churchyard including all trees and walls. Carry out an annual Risk Assessment. Agree sites for new cremation areas. Investigate the provision of a new burial ground.	Meetings held at roughly monthly intervals currently on a Saturday morning. They start with an on-site inspection followed by meeting at Jolly Olly's.
ENVIRONMENT	Oversee all the village notice boards and litter bins. Manages the allotments at Station Road. Bulb planting and upkeep of the three planted areas. Arrange the two school environment competitions. Maintenance of the two ponds and surrounding trees. Evaluate the state of the footpaths within the village and surrounding area and arrange for a visit from the Village Lengthsman. Enhance the village environment	Meetings held monthly – currently on a Saturday morning at a councillor's home.
FINANCE	Prepare the annual budget, oversee the maintainance of the financial records, fix fees charged for PC facilities and review salaries. Report on cash flow and budget variances during year and agree the level of surplus funds for transfer to / from the PC external Money Fund.	Meetings are held when required. Main meeting held in early January to agree the budget and in February for fixing fees and salaries. No fixed day. Usually held at a councillor's home.
HIGHWAYS AND TRANSPORT	Review and report on all highway matters including street lights, bus shelters and signage. Monitor HCC and BDBC plans for the area and work with them to obtain improvements within the village. Manage the village Community Speedwatch Scheme. Monitor the state of the grit bins.	The District Community Speedwatch meetings are held quarterly at the Borough Council Offices. Working Party meetings are held monthly normally at a councillor's home.
PARISH COUNCIL GOVERNANCE	Write policies on PC matters including those concerned with our employees and ensure they are updated as appropriate. Write Guides for Prospective Councillors and Clerks. Conduct interviews for new employees and staff appraisals.	Meetings are not held monthly but when required.
PUBLICITY AND VILLAGE EVENTS	Arrange the Oakley Act of Remembrance and Carols at the Pond. Identify and source goods for re-sale to promote the PC. Advertise the PC and its work whenever possible and attend various charitable events to do so. Produce two flyers per annum to advertise the above events, the Annual Parish Meeting held in April / May and the Village Show. Maintain a distribution list covering the whole village. Manage the PC website.	Meetings are held monthly – currently on a Monday afternoon. Usually held at a councillor's home.

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SPORTS GROUNDS AND PLAY AREAS	Maintenance of the two sports grounds, their pavilions and three PC maintained play areas including trees, tracks and pathways. Report on renewals of / addition to play area and sports ground equipment. Liaise with the Oakley Youth FC regarding fees and usage of the two sports grounds. Review the lettings rules for the sports grounds and facilities. Liaise with the contract groundsman at the sports grounds.	Meetings are held when necessary but a full monthly report is written updating members on all aspects of the items covered by the working party
STRATEGIC PLANNING	Review and comment on HCC and BDBC Local Plans. Review and comment on large scale planning applications and other planning matters not dealt with by the Planning Committee.	This group meets as and when required
Committee	Scope of work	Meetings
PLANNING	Review and comment on all plans within the Parish including new builds, extensions and Tree Preservation Orders, which involves visiting the site of all applications. Attend and speak at the Borough Council Planning Development Control meetings where we have raised objections to a plan. Review other planning matters including large applications in adjacent parishes which are close to our boundary.	Every third Thursday at 7.30pm at Newfound, plus a meeting on the first Thursday of the month if required.
Representatives	Scope of work	Meetings
ANDOVER ROAD VILLAGE HALL	Attend monthly committee meetings and report to Council	
EAST OAKLEY VILLAGE HALL	Attend four committee meetings and report to Council	
HALC AND BDBC MEETINGS	Attend AGM of Hampshire Association of Local Councils and the District Association meetings and report to Council. Attend the Chairman and Clerk's annual District meeting.	HALC meeting is a Saturday morning in November somewhere in Hampshire. District meetings are quarterly and held in the Council Offices in early evening
JUBILOAKS	Attend meetings and report to Council	
OAKLEY COMMUNITY ASSOCIATION	Assist with the planning of the various events the OCA run throughout the year	Meetings are held on the fourth Thursday of the month at a Committee member's home.
OAKLEY YOUTH FOOTBALL CLUB	Attend meetings as required / invited and report to Council	By invitation
POLICE LIAISON	Attend meeting and report to Council	
PUBLIC TRANSPORT FORUMS	Attend meetings and report to Council	Normally quarterly meetings, held at BDBC offices.
VILLAGE SHOW COMMITTEE	Attend meetings to assist in planning the event	Usually monthly meetings.
WOODLANDS GROUP	Attend meetings and report to Council	