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# Briefing Note

## Review of Portfolio Holders (councillors' responsibilities)

### **1.0 Background**

At the public meeting held on 20 July 2023, the Chair presented a proposal to examine the way the Parish Council's business was managed. This briefing note presents a proposal for councillors to consider and agree to adopt.

### **2.0 The Proposed Working Groups**

2.1 Parish council business would be managed through Working Groups that covered five main areas. The proposal now is that councillors agree to set up an initial number of groups that will take on projects that are already in progress or recently agreed. Progress of these groups can be monitored to see how well the format works, with a view to transitioning other work to them as it arises.

A Working Group would include at minimum of three councillors working together with an elected lead. Councillors may also be asked to work across groups where they have specialist knowledge or interest, or where a Councillor declares a conflict of interest.

2.1 The following appointments are proposed for adoption at this meeting

- 1 Finance and General Purposes (FGP) Cllrs, Cole, Easterbrook and Berg.
- 2 Planning and Development (PD) Cllr Cole Smith and Easterbrook.
- 3 Transport and Highways (TH) Cllr Tucker, Smith, Cade and Luck.
- 4 Environment and Open Spaces (EOS) Cllr Goldsmith, Curgenvin, Ball, Cade.
- 5 Community Energy Project (EEP) Cllr Cole, Berg, Smith.

2.2 There are some specific projects or schemes that are in progress or are being proposed that will need the relevant group to start work on straight away. These will be identified to the respective councillors as soon as possible and form part of future update report.

Author : Cllr Adrian Cole, Chair of Menheniot Parish Council

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