

Working Group	Areas Covered	Key requirements	Councillor Responsibility
Highways	Roads, potholes, verges, pavements, flooding, drainage, signs, footpaths Attendance at Strengthening Local Relationships (SLR) meetings with East Sussex Highways (quarterly)	Attendance at quarterly SLR meetings in Nutley; quarterly highways inspections; Co-ordinating highways issues log	Cllr Kerwood Cllr Hannay Cllr Minch Wes Constantinou (co-opted working group member)
Green Spaces	Burial ground, commons Grass cutting & street cleaning	Liaison with clerk over burials - marking out grave spaces for interment; overseeing grounds maintenance including grass cutting; tree and hedge management	Cllr Kerwood Cllr Minch Cllr Hannay
Health and Community Services	NHS / adult social care Ageing and activities for the elderly Transport Utilities / broadband	To provide councillor liaison as and when required	Cllr Kerwood Cllr Minch Cllr Borton
Community Safety	Road safety / Speed Watch Police / ambulance / fire service FPC Emergency response plan	To provide liaison with the PRA Speedwatch group; police; ambulance and fire service. To oversee the Emergency Response Plan (to be reviewed and updated)	
Planning	Review of delegated planning applications (applications which cannot be reviewed at full council meetings due to deadline for comments)	To review applications which need a response outside of ordinary meeting dates. To review application documents and agree comments with cllrs with planning responsibility. To send agreed comments to full council and clerk to send onto Wealden Planning Department	Cllr Collum, Cllr Rothery Cllr Greenish Cllr Constantinou
Finance/Staffing	Budget, precept, grants, insurance and audit  Pay, performance review, recruitment	To work with RFO to develop and manage annual budget and finances	Cllr Shaw Cllr Borton Cllr Hannay

		To manage the employment of and recruitment of council staff members	Cllr Rothery
Recreation Ground		To work with the recreation ground committee on the future development of the structure	Cllr Rothery Cllr Kerwood Cllr Greenish
Pump House		To work on a project to restore the Pump House	Cllr Shaw Cllr Minch Cllr Collum

**Note:**

Committees have responsibilities delegated to them and standing committees must have fixed dates. Resolutions of committee must be recorded in the minutes of the committee meetings. Committee must agree their terms of reference.

Working groups work informally on council business and have no terms of reference. Decisions of a working group cannot bind a council

Councillor Representation/Main points of contact	
Fletching School	Cllr Hannay
Fletching Recreation Ground	Cllr Rothery & Cllr Kerwood
Fletching Village Hall	Cllr Kerwood
Leches and Smith Nominative Trustee	Cllr Shaw
Ashdown Forest Conservators Parish Liaison	Cllr Borton
Burial Ground	Cllr Hannay
Grass Cutting Contractor	Cllr Hannay
Clerk (day to day contact)	Cllr Rothery
London Protocol	Cllr Rothery
Fingerposts	Highways Working Group
Splaynes Green Phone Box	Highways Working Group
Pump House	Cllr Minch