

Chidham & Hambrook Parish Council
Membership of advisory committees and working groups and
representation on outside bodies 2024-25

Planning Committee

Maximum of 7 councillors

Chair of the committee should not normally be the Parish Council Chair

Quorum of 3

Meets every 3rd Thursday of the month

Present membership: Cllr Dixon, Cllr Sargent, Cllr Savory and Cllr Towers

Finance Committee

At least 5 members including the Chair of the Council

Quorum of 3

Meets as required

Present membership: Cllr Bolton, Cllr James, Cllr Johnson plus Parish Council Chair

Another member required

Staffing Committee

Maximum of 4 councillors with the Chair of the Parish Council in attendance ex-officio without voting rights

Quorum of 3

Meets at least once per year and as and when necessary

Doesn't meet in public

Present membership: Cllr Bolton, Cllr Dixon, Cllr Johnson plus Parish Council Chair

Public Open Spaces Advisory Committee (POSAC)

Maximum of 7 councillors with the Parish Ditch Warden and three co-opted members
Chair and Vice-Chair of the Parish Council may attend as ex-officio members

Quorum of 3

Meets quarterly.

Present membership: Cllr Bolton, Cllr Savory, Cllr Towers (Chair ex-officio), Mrs Turton, Ms Perri and Mr Gowlett

Allotment Committee

Two members of the Parish Council and two allotment holders

Meetings held as required

Quorum: A minimum of 3 members

Doesn't meet in public

Reports to Parish Council

Present membership: Cllr Bolton, Cllr Savory, Mrs Turton and Mr Keen

Complaints Committee

Membership: Chair/Vice Chair of Parish Council plus 3 other Councillors/one or two will be chosen from these three Members as required

Meets when required

Present membership: Chair and Vice-Chair

Neighbourhood Plan Steering Group

Cross-section of members from the community and parish councillors

Meetings held monthly or as required

Quorum: A minimum of 5 members

Doesn't meet in public

Reports to Parish Council

Present membership: Cllr Bolton, Cllr Dixon, Cllr Sargent, and Cllr Towers, Mr McBride, Mr Dimon

Councillors with special responsibility: **Current position**

Open spaces, bus shelters and benches annual review	Cllr Bolton
Roads and transport, travel, school liaison, footways	Cllr Towers
Drainage and sea defence	Cllr James
Broad Road play area	Cllr Bolton
Public Rights of Way	Cllr Savory
Assets and insurance	Cllr Garrett
Trees	Cllr James
Parish Emergency Plan	Cllr Johnson
Climate Change	Cllr Garrett and Cllr Towers
SIDs	Cllr Bolton
Community Safety/Policing in the Parish	Cllr Johnson

Representation on outside bodies (**Current Position**)

CDC All Parishes Meeting – dependent upon topic / up to 3 councillors may attend
 CDALC – Chichester District Association of Local Councils – Cllr S Johnson
 CDC Bournes Forum – up to 2 councillors may attend – Cllr J Towers and S Johnson
 Friends of Maybush Copse Committee – Cllr S Johnson
 Chidham & Hambrook Village Hall Management Committee – Cllr J Towers

Chidham and Hambrook Parish Council

Policy	Last reviewed	Comments
Standing Orders	May-23	
Financial Regulations	May-23	New Model Financial Regulations due out shortly
Complaints Procedure	May-20	
Health and Safety Policy	May-20	
Data Protection Policy	May-20	
Freedom of Information Policy	May-20	
Volunteering Policy	May-20	
Code of Conduct	Mar-24	
Risk Management Policy	Mar-24	
Parish Emergency Plan	Apr-23	Details need updating
Temporary Scheme of delegation	May-22	This can be removed once the Scheme of delegation policy is reviewed
Grievance Policy	Dec-18	
Parish Tree Wardens	Jun-19	
Publication Scheme	Oct-18	
Disciplinary Policy	Dec-18	
Scheme of Delegation	Oct-20	
Recognition Scheme	Dec-19	
Equality and Diversity Policy	May-20	
Grants Policy	Nov-23	

Policies older than 2022 will be reviewed over the next 12 months. Thereafter Policies should be reviewed on a cycle annually/bi-annually

All Policies are available to view from the Parish Council website

DOCUMENTS - Chidham and Hambrook Parish Council (chidhamandhambrook-pc.gov.uk)

Chidham and Hambrook Parish Council
Schedule of meetings

	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Parish Council (1st Thursday)	2	6	4		5	3	7	5		6	6	3
Planning Committee 3rd Thursday	16	20	18	15	19	17	21	19	16	20	20	17
Finance Committee Thursday as scheduled			25			24						24
Staffing Committee							?					
Neighbourhood Plan Steering Group Monday	20	24	22	?	23	28	25		27	24	24	28
Annual Parish Meeting (with residents)	30											
Bank Holidays	6			26				25	1			18
	27							26				21

? - dates to be confirmed
Also to confirm POSAC
dates?