

## Committees and Working Parties of Wincham Parish Council as March 2026

### Finance Committee

**Chairman:** Ian Parr  
**Members:** Kenton Barker  
Ros Casson  
Debs May  
Terry Fearn

#### Quorum 3

#### Purpose & Responsibilities

*To calculate the draft annual Budget and Precept for the Parish Council and to refer back to the full Council for all decisions.*

**Frequency** Always meet in January to set the Precept  
Then meet as and when necessary

#### The Finance Committee will:

1. meet January of each new year with a minimum quorum of 3;
2. be composed of between one third and one half of the full number of existing members of the Council;
3. prepare a draft annual budget and Precept recommendation;
4. any supportive information to be attached to the draft budget and designed to help Council make an informed decision.

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### Planning Committee

**Chairman:** Kenton Barker  
**Members:** Ian Parr  
Ros Casson  
Terry Fearn  
Debs May  
Val Hollins  
Will Shirley  
Susie Schmidt

#### Quorum 3

#### Reasons for formation of Committee

*Commenting on relevant planning guidelines and legislation and commenting on planning applications.*

**Frequency** Meet as and when necessary

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### Personnel Committee

**Chairman:** Debs May  
**Members:** Ian Parr  
Ros Casson

#### Reasons for formation of Committee

*To ensure that all matters relating to staff are in line with current legislation.*

*As the matters discussed are covered by the GPDA, all meetings are closed to the public*

**Frequency**      Need to set Salary requirements in April each year.  
Then meet as and when necessary

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**Grounds Maintenance Working Party**  
Playing Fields (Linnards Lane and Chapel Street)

**Chairman:**      Kenton Barker  
**Members:**      Ian Parr  
                      Debs May  
                      Will Shirley  
                      Susie Schmidt  
                      Brenda Yates

**Reasons for formation of Group**

*To oversee the management of the Playing Fields to ensure facilities available for the village to enjoy.  
To improve the Playing Fields.*

*The Grounds Maintenance Working Party is responsible for the management and maintenance of the playing fields and improvements. Investigating and initiating alterations following approval of the Parish Council.*

*To draw up or review any policies and procedures as necessary for the Playing Fields.*

*The Grounds Maintenance Working Party is not responsible for the insurance of the fields as this is the responsibility of the Parish Council as a whole.*

*All the able Parish Councillors partake in the inspections of the playing fields and this is not the responsibility of the Grounds Maintenance Working Party however the issues raised from the inspections may be looked at by the committee.*

**Frequency**      Usually meet the week prior to each Parish Council meeting.  
Then meet as and when necessary

**Key objectives**

- To review the annual ROSPA report and recommend courses of action.
- To update yearly the new maintenance contract in line with the report agreed with the Parish Council.
- To agree priorities for new equipment and provision within the playing fields.
- To update and install new signage.
- To install a Fitness Track
- Sort the play area in Chapel Street
- Tree Policy

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**Memorial Gardens Working Party**

**Chair**              Debs May  
**Members**        Sue Lawson  
                      Carol Parker  
                      Pam and Andy French  
                      Brenda Yates  
                      Susie Schmidt  
                      Pat and Tony Psaila  
                      Annette Carthy  
                      Bill Pilling

**Reasons for formation of Group**

To keep the Linnards Lane Memorial Gardens looking lovely, well kept and safe throughout the year. Debs May will liaise with the Council, arrange fund raising as needed, arrange purchase/payment approval, update the action list as needed and lead 4/5 meetings a year to plan and agree with the team for the following season.

Advisory - Sue and Brenda will support and advise. Sue happy to provide water from her house/water butts if needed. Sue will arrange for the garden waste bin to be emptied every fortnight. Brenda is tree and hedge expert of the group.

The gardeners - Carol, Pat, Tony, Andy, Pam and Susie will arrange via what's app group to meet regularly to upkeep the garden.

The Wincham Parish Council has ring fenced monies in the budget each year.

**Frequency** Usually meet the week prior to a Parish Council meeting  
– 4/5 times a year.  
Then meet as and when necessary

### **Key objectives**

- The border roadside outside the railings.
- Corner rockery garden
- The Poppy Bed
- The herb boxes
- The rear garden behind the seating
- Railings
- The Memorial
- Flag Pole
- Hedge/fence
- Tool Store, Grit Bin, Green Bin and compost bin.

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### **Linnards Lane Playing Field Development Working Party**

**Chair:** Debs May  
**Project lead** Tony Psaila  
**Members:** Kenton Barker  
Ian Parr  
Ian May  
Brenda Yates  
Naomi Morris

### **Reasons for formation of Group**

#### ***The Scope***

*The aim is to install additional lighting along the paths of the Linnards Lane Playing Field and to widen and improve the paths around the park.*

**Frequency** Meet prior to each Parish Council meeting.  
Then meet as and when necessary

#### **Key objectives**

- ❖ We have created a project timeline.
- ❖ Financially 'scope out'/price up the full project

#### **Planning and Preparation**

- ❖ Grant applications
- ❖ Sponsorship

- ❖ Project out to tender or contract
- ❖ Agree contractors to complete the work
- ❖ Ensure correct insurances/risk assessments/permissions etc

**Implementation**

- ❖ New wider paths around the park
- ❖ New down lighting around the park

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**Earles Lane/Pickmere Lake Working Party**

**Chair:** Debs May

**Members:**

Ian Parr	Susie Schmidt	Terry Fearn
	Colin Carthy	
Ron Leighton	Marion Leighton	
	Kenton Barker	Lynn Gibbon
	Phil Marshall	Brenda Yates
Andrew Wright		

**Reasons for formation of Group**

*To discuss ways to improve the parking issues / anti-social behaviour/drink/drugs that residents face in Earles Lane from the hordes of visitors that come to the lake at sunny periods*

*To improve the safety on the water – Pickmere Lake*

*To work together with Pickmere, Marston and Ashton-by Budworth Parish Councils*

**Frequency** A sub group will meet with the Police Commissioner  
 – every other month.  
 Then meet as and when necessary

**Key objectives**

- ❖ To work with the Police And Police Commissioner
- ❖ To work with CWaC departments and Marbury Councillors
- ❖ To implement signage as needed

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**IT Working Party**

**Chairman:** Ian Parr

**Members** Kenton Barker  
 Terry Fearn

**Reasons for formation of Group**

*To implement processes, policies and systems that comply with data protection, privacy and accessibility regulations and that allow the Parish Council to effectively perform its functions.*

To ensure that the Parish Clerk has the correct IT equipment to fulfil her role

To keep the website up to date

To ensure that all Parish Councillors have the correct wincham-pc.gov.uk email addresses.

**Frequency** Meet as and when necessary

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**Working Party for the induction process  
for new Councillors**

**Chair:** Debs May

**Members** Will Shirley  
Naomi Morris

**Reasons for formation of Group**

To come up with a comprehensive welcome package for new councillor.

To explore how Wincham Parish Council can be welcoming and accommodating to potential Councillors with visible or non-visible disabilities.

To regularly review the policy and process and ensure it is fit for purpose and has current legislation.

**Frequency** Meet as and when necessary

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**Road Safety Working Party**

**Chair:** Terry Fearn

**Members:** Val Hollis  
Ian Parr

**Reasons for formation of Group**

The Terms of Reference (ToR) for Wincham Parish Council Road Safety Working Party defines its purpose, duties, powers, reporting structure, and membership. Its role is advisory and it has no delegated decision-making authority. The Key functions of this Working Party include identifying and prioritising local safety issues, liaising with authorities, gathering community feedback, developing recommendations for the Parish Council, and potentially overseeing initiatives like Community Speed Watch. The Road Safety Working Party is accountable to the Parish Council and the Council retains final decision-making power on all issues.

**1. Purpose:**

- To identify, assess, and recommend actions to improve road safety within the parish.
- To enhance the safety and well-being of all road users through informed decisions by the Parish Council.

**2. Responsibilities:**

- **Identify & Prioritise Issues:** To identify and prioritise specific road safety issues in Higher and Lower Wincham relating to issues such as speeding, pedestrian safety, signage, parking, HGV traffic and lighting.
  - **Gather Evidence:** To collect and collate complaints, feedback, and relevant information on highway safety matters.
  - **Develop Proposals:** To develop and propose solutions and recommendations to the Parish Council.
  - **Liaise with Authorities:** To liaise with relevant bodies, such as the local council or police, to facilitate improvements.
  - **Community Engagement:** To coordinate with community stakeholders to gather feedback and input.
  - **Oversee Projects:** To oversee specific initiatives, (for example managing a Community Speed Watch program, )ensuring members receive appropriate training.
- **3. Powers**
    - This Working Party has no independent decision-making powers and no power to order goods or services on behalf of the Council.
    - This Working Party is an advisory body and its recommendations are subject to approval by the full Parish Council.
- **Reporting Structure:**
    - This Working Group reports to the Parish Council and provides regular updates on its progress and recommendations.
- **Membership & Leadership:**
    - Membership of this Working Party will comprise Parish Councillors and local residents may be invited to join the group.
    - The Chair of this group will be a parish councillor.
    - The Parish Council can disband this working group at any time.
- **Meeting Arrangements:**
    - Meetings to be held informally but minuted.

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### **Water Issues Working Party**

<b>Chair</b>	Ros Casson
<b>Members</b>	Emma Birch United Utilities
	Debs May
	Nicola Kleiser
	Ralph Carter
	Catherine Hardy

#### **Reasons for formation of Group**

*The village has a history of poor water pressure.*

*The working party was set up with United Utilities to tackle the issues and at long last to have our issues taken seriously.*

*United Utilities to implement a number of new water projects to improve the pressure in the village.*

**Frequency** Meet the week prior to each Parish Council meeting.  
Then meet as and when necessary

**Key objectives**

- ❖ To act as a go-between between the resident and UU and aims to ensure good flow of communication and sorting of issues in a timely manner.
- ❖ Communicate any leaks or low pressure problems effectively
- ❖ Arrange for key households to be monitored in the village.

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**Administration and Governance Working Party**

**Chair** Ian Parr  
**Members** Kenton Barker  
Val Hollis  
Naomi Morris

**Reasons for formation of Group**

*To ensure that the Parish Council has the correct policy, processes and procedures in place.*

*To ensure that the legal framework of the Council is adhered.*

*To ensure that all policies are updated in a timely fashion.*

*To review the format, wording and contents of the former Wincham Parish Council Governance and Administration document.*

**Frequency** Meet as and when necessary

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**Events Working Party**

**Chair** Debs May  
**Members** Sam Bethell  
Susie Schmidt  
Karen Purdie

**Reasons for formation of Group**

*To organise and arrange the events that the Parish Council hosts and arranges for the village. To organise and arrange the events that the Parish Council hosts and arranges for the village.*

**Frequency** Meet as and when necessary

**Events include but are not limited to;**

- ❖ Unsung Heroes
- ❖ Young Sung Heroes
- ❖ Afternoon Tea
- ❖ Easter
- ❖ Government or Royal events (Jubilee/D-Day etc)
- ❖ Halloween
- ❖ Front Garden Competition
- ❖ Scarecrow
- ❖ Remembrance Sunday

- ❖ December events
    - ❖ Lantern Parade
    - ❖ Santa visit
    - ❖ Tree Lighting
    - ❖ Light up to Brighten up
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## Communications Working Party

<b>Chair</b>	Terry Fearn
<b>Members</b>	Kenton Barker
	Ian Parr
	Debs May
	Ros Casson
	Susie Schmidt
	Will Shirley
	Val Hollis
	Naomi Morris

### Reasons for formation of Group

*The Communications Working Party will be formed to enhance communication between the council and residents, and ensure effective information dissemination.*

*This Terms of Reference (ToR) outlines its purpose, scope, membership, and operating procedures. It clarifies the Working Party's role in establishing and maintaining communication channels, promoting transparency, and fostering community engagement.*

Key Components of a Communications Working Party Terms of Reference:

#### 1. Purpose:

- To improve communication between the Parish Council and residents whilst directing non-Parish Council information to the appropriate agencies (eg Police)
- To explore and implement methods for gathering feedback from residents, such as online surveys , community consultations councillor surgeries.
- To ensure transparency, accessibility and consistency of information.
- To promote council initiatives and activities.
- To facilitate community engagement and feedback.

#### 2. Scope:

- Defining the specific areas of communication the WP will review(e.g., website, social media, newsletters, public notices).
- Specifying which communication channels are within the WP responsibility.
- Determining the frequency and format of communication (including how, when and whether to respond to residents communication.)
- Identifying any areas that are explicitly excluded from the WP remit. (eg. Quality of content)

#### 3. Membership:

- Listing the members of the Communications Working Party, including Parish Councillors and potentially co-opted members (e.g., from the local community).

- Establishing a quorum for meetings (the minimum number of members required to conduct business).

#### **4. Operating Procedures:**

- Defining meeting frequency, location, and format (e.g., regular meetings, ad-hoc meetings).
- Outlining the process for agenda preparation, meeting minutes, and record-keeping.
- Describing how decisions will be made and documented.
- Specifying the channels for reporting back to the full Parish Council.
- Establishing procedures for handling confidential or sensitive information.

#### **5. Reporting:**

- Describing how the WP will report its activities and progress to the Parish Council.
- Specifying the frequency and format of reports (e.g., written reports, presentations).
- Outlining how the group will seek approval for communication strategies and materials from the Parish Council.

#### **6. Review:**

- Establishing a process for reviewing and updating the Terms of Reference.
- Identifying who is responsible for conducting the review