MAULDEN PARISH COUNCIL
WORKING GROUPS, TASKS & OBJECTIVES

Updated and Adopted: May 18, 2026
Next Review Date: Annually (*group members updated as necessary, latest June 2026)*

All working groups are to carry out their tasks and objectives in conjunction with Maulden Parish Council's Standing Orders and Financial Regulations.

ALLOTMENTS: Lead – CLERK
Members: BRIAN WOODWARD, STEVEN SUMMERFIELD, RUSS ASTON, NON-CLLR/STEWARD BILLY CHEADLE
Objectives: To manage the allotments including any new lettings or cancellations. To ensure MPC are regularly updated on allotments usage, and bring any relevant matters or issues to MPC's attention. To report on the condition of each plot as necessary.

COMMUNICATIONS, PRESS, WEBSITE & SOCIAL MEDIA: Lead – CHAIRPERSON
Members: VICE-CHAIR, CLERK, ANTONIA SMITH
Objectives: To ensure residents are kept informed of MPC meetings, decisions, and any matters or issues relevant to the village and parish.To ensure the website is kept up-to-date, including meeting accessibility legislation requirements.To raise the profile of issues which affect MPC and residents. To ensure an approved MPC response is issued for any relevant press enquiry in accordance with MPC's Media & Press Policy.

COMMUNITY SAFETY: Lead – SIAN BROWNING
Members: ANTONIA SMITH
Objectives: To receive reports on and from, and liaise with the appropriate bodies about Antisocial Behaviour, Crime Reporting & Statistics, Dog Control, Neighbourhood Watch, Speed Watch, Street Watch, Police Liaison, and to liaise with Ampthill Community Safety Group.To make proposals to MPC on actions which MPC can take to improve the community safety of residents, including preparation of the CERT report.

DEFIBRILLATORS: Lead – SEAN RUDKIN
Members: CLLR RUSS ASTON
Objectives: To carry out regular checks – at least monthly – on MPC's defibrillators within the village, passing information to the clerk to ensure the Webnos/Community Heartbeat records are maintained. To ensure the defibrillators are regularly maintained and order batteries, pads, and supplies as required to keep them in full working order.

EVENTS: Lead – KELLY LAWRENCE
Members: BRIAN WOODWARD, SIAN BROWNING, ANTONIA SMITH, JEAN WASSER, NON-CLLR DANIELLE ANDERSON
Objectives: To organise such community events as MPC deems suitable for the benefit and enjoyment of all villagers, including the Christmas Lights Switch On.

FINANCE & GENERAL PURPOSES: Lead – RUSS ASTON
Members: PETER PHILLIPS, PAT PENNISTON, CHAIRPERSON
Objectives: In conjunction with MPC's Clerk to maintain up-to-date financial information and provide reports on performance against budget as required, at least to each full MPC meeting, and ensure internal financial controls are followed. In conjunction with MPC's Clerk to negotiate and present to MPC any contracts for work to be done on behalf of MPC. To assist MPC's Clerk in preparing an annual budget for the calculation of the annual precept. To carry out staff recruitment and ongoing employment processes as required and in accordance with employment law.

FUNDING: Lead – PHIL JACKSON
Members: NON-CLLRS DENISE PHILLIPS, CHRIS PAVEY, CHRIS CULLIFORD
Objectives: To seek funding via grants, S106 monies, and any other opportunities for all MPC projects.

HIGHWAYS, PAVEMENTS, TRAFFIC CALMING, PEDESTRIAN SAFETY: Lead – SIAN BROWNING
Members: PHIL JACKSON, NON-CLLRS MALCOLM CRAWFORD, DAVID NEVOLS, JAMIE USHER
Objectives: To receive representations from the public and to monitor Parking Issues, Pavement Condition, Pedestrian Crossing Points, and Pothole Reporting and to liaise with SpeedWatch.

MAULDEN CHARITIES: Lead – STEPHEN SUMMERFIELD
Members: NON-CLLR ANN VICKERS
Objectives: To act as liaison between MPC and Maulden Charities, bringing relevant matters and issues to MPC's attention as necessary.

MAULDEN MAGAZINE: Lead – SIAN BROWNING
Objectives: To act as liaison between MPC and Maulden Magazine, in conjunction with the Communications, Press, Website & Social Media Working Group and their objectives.

NEIGHBOURHOOD PLAN LIAISON: Lead – RUSSELL ASTON
Members: PHIL JACKSON, DAVID ILLINGWORTH, NON-CLLR ALISTAIR BORLAND
Objectives: To liaise with the Neighbourhood Plan Group(s) who are drawing up the NHP on behalf of MPC, and to ensure MPC are kept informed and asked to assist where helpful.

NOTICEBOARDS: Lead – CHAIRPERSON
Members: VICE-CHAIR, CLERK, ANTONIA SMITH
Objectives: To ensure the noticeboards are maintained, bringing any repairs required to MPC's attention. To ensure all MPC notices are posted in a timely manner.

PAVILION DEVELOPMENT: Lead – RUSS ASTON
Members: CLERK, PAT PENNISTON, PETER PHILLIPS, STEPHEN SUMMERFIELD
Objectives: To organise and see through the pavilion refurbishment project, including asking for ideas and help from other Cllrs and residents.

PLANNING: Lead – PHIL JACKSON
Members: BRIAN WOODWARD, PETER PHILLIPS, RUSS ASTON. NON-CLLR BARBARA BLUNDELL
Objectives: To receive planning applications from CBC and representations from residents and to establish a response on behalf of MPC.
NB: The planning group operate under the approved Planning Group Terms Of Reference.

QUALITY ASSURANCE: Lead – PETER PHILLIPS
Members: PAT PENNISTON
Objectives: To monitor and review the workings of Maulden Parish Council and its Working Groups and to bring any suggested improvements or concerns to the attention of the full council for consideration.

RECREATION GROUND, PLAY AREAS, RURAL FOOTPATHS & ENVIRONMENT: Lead – PETER PHILLIPS
Members: DAVID ILLINGWORTH, STEPHEN SUMMERFIELD, KELLY LAWRENCE
Objectives: To monitor the performance of relevant MPC contracts and inform MPC of any relevant matters or issues which may arise. To maintain regular checks – at least weekly – on the Recreation Ground, Play Areas and Play Equipment in and around the village, and bring any vandalism, maintenance or repairs to MPC's attention. An annual review of all play equipment with a view to replacing old or worn items or purchasing new equipment. To liaise with RoSPA for the annual Playground Inspection, and ensure any maintenance or repairs arising from the report are authorised and completed in a timely manner.

REMEMBRANCE SUNDAY – lead: BRIAN WOODWARD
Members: CHAIRPERSON, CLERK, NON-CLLRS MAULDEN PAROCHIAL CHURCH COUNCIL
Objectives: To organise the annual village Remembrance Sunday commemoration, liaising with Street Watch for road closures and safety.

STREET LIGHTING: Lead – SEAN RUDKIN
Members: RUSS ASTON
Objectives: To monitor the performance of relevant MPC contracts and inform MPC of any relevant matters or issues which may arise. To monitor the condition of all MPC-owned street lights and liaise with the maintenance contractor for repairs, maintenance and replacement as required. To monitor the energy supply bills and advise when negotiating supply contract renewal and changes.

TREE WARDEN: Lead – BRIAN WOODWARD
Objectives: To advise MPC's Planning Group on all tree-related planning applications, and to be the eyes and ears of MPC on tree matters and issues within the parish, keeping MPC informed, and bringing any relevant issues to MPC's attention.

VILLAGE HALL MANAGEMENT COMMITTEE: MPC APPOINTEES – PAT PENNISTON, JEAN WASSER
Objectives: To act as liaison between MPC and the Village Hall Management Committee who are owners of the building and operate, manage and maintain the building and surrounding grounds and car park, bringing relevant matters and issues to MPC's attention as necessary.
NB: Brian Woodward, Phil Jackson, and Sean Rudkin are members and trustees of the Village Hall Management Committee in their own right, not as MPC appointees.