

## Westleton Common Advisory Group

### **Work done by Group Secretary;**

#### Preliminary.

The work done by the secretary is dependant on the interests of and responsibilities accepted by other members of the advisory group and by some supporters who are not members on the group but do provide invaluable help. (One non-group member maintains the contact list for volunteer workers and people who attend the nature walks and notifies them of events.)

The secretary is a member of the advisory group with the same responsibilities as other group members.

#### Work done by current secretary.

Manage regular group meetings (usually 3 or 4 per year);

*Agree date with members,*

*Prepare and agree agenda with members,*

*Book meeting room (usually the foyer of Westleton Village Hall)*

*Arrange for room charges to be paid by Westleton Parish Council (WPC).*

*Prepare minutes and agree with members.*

*Circulate agreed minutes to members and Clerk to WPC and arrange for publication on Westleton website.*

*Open and secure venue.*

Manage extraordinary meetings called to discuss specific purposes;

*For these meeting the secretary's roles would be as above. However, people who are not members of the group may be also attend and details will need to be agreed with them as well as with group members. Depending on the issues discussed the minutes of such meetings may not be published on the Westleton website but may be included in the minutes of WPC meetings.)*

Record and publicise other occasional activities such as the annual safety audit.

Maintains copies of historical and current documents.

Ensure that activities that may be of public interest or concern and potentially contentious are publicised and explained. If necessary, open meetings could be arranged in conjunction with WPC.

Act as main contact with other agencies.

*Such agencies include;*

*Westleton Parish Council (WPC)*

*Suffolk Wildlife Trust*

*Natural England*

*Department of DEFRA and Rural Payments Agency (they usually insist that formal contact is via the Clerk to WPC).*

*Suffolk Fire and Rescue*

*Suffolk & Essex Coast & Heaths National Landscape (formerly Suffolk Coast and Heaths)*

*Other agencies as required.*

Preparation of Annual Report.

*Remind group members and regular and occasional contributors to submit their contributions.*

*Assemble final report and publish after agreement with other group members.*

*Copies of the report are sent, by email, to;*

*Westleton Parish Council, Suffolk Wildlife Trust, Natural England, Suffolk & Essex Coast & Heaths National Landscape (formerly Suffolk Coast and Heaths), all contributors and all people on contact lists for volunteer workers and nature walk attendees. A copy is published on the Westleton website. A printed copy is deposited in the foyer of Westleton Village Hall, this copy will be left with the Westleton archives when it is replaced by the next edition.*

Preparing, with members of the advisory group, planning or other documents, such as the 10-year management plan.

Ensuring that the wider community is kept up to date by notices and ensuring reports and other information is available on the Westleton website.

Time commitment.

The time involved varies significantly.

Meeting usually last for only 1 or 2 hours. The time taken to prepare and record meetings is usually about 1 to 3 hours.

Contacting other agencies usually involves a few emails taking minimal time.

Preparation of the annual report takes the most time and probably involves about 10 or so hours work over a couple of months during the winter.

Other occasional planning documents or the management plan take about the same time as the annual report but are only needed once or twice over a 10-year period.

*John Bebbington*

*11/05/2024*