

Thaxted Parish Council

Task Delegation Hierarchy with Contact Details

Strategic Leadership

Cllr Andy Frater

Council Chair - Overall direction & strategic decisions

Email: andy@thaxted-pc.gov.uk | Tel: 07773 623981

Clerk & RFO - Works directly with Chair, leads Finance & budget setting, collaborates with all Cllrs (19 hours/week)

Email: clerk@thaxted-pc.gov.uk | Tel: 07938 587867

Dena Oxley

Full Council Meeting Schedule

- Thursday 9th October 2025, 7:30 PM - Community Hall
- Thursday 6th November 2025, 7:30 PM - Community Hall
- Thursday 11th December 2025, 7:30 PM - Community Hall
- Thursday 15th January 2026, 7:30 PM - Community Hall
- Thursday 19th February 2026, 7:30 PM - Community Hall
- Thursday 19th March 2026, 7:30 PM - Annual Parish Assembly (Community Hall)
- Thursday 16th April 2026, 7:30 PM - Guildhall
- Thursday 21st May 2026, 7:30 PM - Annual Council Meeting (Guildhall)

FINANCE COMMITTEE

Cllr Ray Williams - Chair (Works with RFO)

ray@thaxted-pc.gov.uk | 07801 192794

Terry Frostick

terry@thaxted-pc.gov.uk | 01371 831399

Andy Frater

andy@thaxted-pc.gov.uk | 07773 623981

Nicky Tisseyre

Nicky@thaxted-pc.gov.uk | 07790 148620

Robert Silver

Robert@thaxted-pc.gov.uk | 07956 487703

Scheduled Meetings:

- Friday 4th April 2025, 4:00 PM - Guildhall
- Friday 20th June 2025, 4:00 PM (Extraordinary) - Guildhall
- Friday 4th July 2025, 4:00 PM - Guildhall
- Friday 18th July 2025, 4:00 PM (Extraordinary) - Guildhall
- **Thursday 20th November 2025, 7:30 PM - Community Hall**
- Thursday 5th March 2026, 7:30 PM - Community Hall

OPEN SPACES COMMITTEE

Cllr Terry Frostick - Chair

terry@thaxted-pc.gov.uk | 01371 831399

Jenna Perkins (Vice Chair)

Jenna@thaxted-pc.gov.uk | 07881 558381

Robert Silver

Robert@thaxted-pc.gov.uk | 07956 487703

Victoria Knight

victoria@thaxted-pc.gov.uk | 07853 883770

Tom Breen

Tom@thaxted-pc.gov.uk | 07598 254683

Theresa Egan

Theresa@thaxted-pc.gov.uk | 07740 610213

Scheduled Meetings: (Combined with Assets Committee)

- Friday 22nd August 2025, 7:00 PM - Guildhall
- Thursday 5th February 2026, to start after Planning - Community Hall
- Thursday 7th May 2026, 7:30 PM - Guildhall

ASSETS COMMITTEE

Cllr Robert Silver - Chair

Robert@thaxted-pc.gov.uk | 07956 487703

Jenna Perkins (Vice Chair)

Jenna@thaxted-pc.gov.uk | 07881 558381

Victoria Knight

victoria@thaxted-pc.gov.uk | 07853 883770

Ray Williams

ray@thaxted-pc.gov.uk | 07801 192794

Tom Breen

Tom@thaxted-pc.gov.uk | 07598 254683

Scheduled Meetings: (Combined with Open Spaces Committee)

- Friday 22nd August 2025, 7:00 PM - Guildhall
- Thursday 5th February 2026, to start after Planning - Community Hall
- Thursday 7th May 2026, 7:30 PM - Guildhall

PLANNING COMMITTEE

Cllr Alex Young - Chair

Alex@thaxted-pc.gov.uk | 07885 998896

Tom Breen (Vice Chair)

Tom@thaxted-pc.gov.uk | 07598 254683

Victoria Knight

victoria@thaxted-pc.gov.uk | 07853 883770

Ray Williams

ray@thaxted-pc.gov.uk | 07801 192794

Nicky Tisseyre

Nicky@thaxted-pc.gov.uk | 07790 148620

Scheduled Meetings: *Subject to change if required

- Thursday 23rd October 2025, 7:30 PM - Community Hall
- Thursday 27th November 2025, 7:30 PM - Community Hall
- Thursday 8th January 2026, 7:30 PM - Community Hall
- Thursday 5th February 2026, 7:00 PM - Community Hall
- Thursday 12th March 2026, 7:30 PM - Community Hall
- Thursday 9th April 2026, 7:30 PM - Guildhall

PERSONNEL COMMITTEE

Cllr Victoria Knight - Chair

victoria@thaxted-pc.gov.uk | 07853 883770

Jenna Perkins (Vice Chair)

Jenna@thaxted-pc.gov.uk | 07881 558381

Terry Frostick

terry@thaxted-pc.gov.uk | 01371 831399

Alex Young

Alex@thaxted-pc.gov.uk | 07885 998896

Robert Silver

Robert@thaxted-pc.gov.uk | 07956 487703

Ray Williams

ray@thaxted-pc.gov.uk | 07801 192794

Scheduled Meetings:

- Friday 25th April 2025, 4:30 PM - Guildhall
- **Thursday 20th November 2025, to follow directly after Finance - Community Hall**
- Thursday 5th March 2026, 7:30 PM - Community Hall

GUILDHALL COMMITTEE

Cllr Terry Frostick - Chair

terry@thaxted-pc.gov.uk | 01371 831399

Andy Frater

andy@thaxted-pc.gov.uk | 07773 623981

Tom Breen

Tom@thaxted-pc.gov.uk | 07598 254683

Alex Young

Alex@thaxted-pc.gov.uk | 07885 998896

Theresa Egan

Theresa@thaxted-pc.gov.uk | 07740 610213

Scheduled Meetings:

- 1 meeting per year (date TBD)

Support Staff

Amanda Collins

Operations Admin Assistant - Receives delegated tasks from Dena (10 hours/week)
assistantclerk@thaxted-pc.gov.uk | 07715 847952

Rob Evans

Guildhall Custodian - Reports directly to Dena (8 hours/week)

Guildhall@thaxted.co.uk | 07884 491240

Luke

Support Staff - Receives delegated tasks from Dena & Amanda (2 hours/week, flex up to 6)
caretaker@thaxted-pc.gov.uk

Delegation Flow & Key Information

1. Cllr Andy Frater (Council Chair) & Dena Oxley (Clerk & RFO) work directly together at the strategic level
2. Committee Chairs receive strategic direction from leadership and feed information directly to Dena
3. Committee Members collaborate with their respective Committee Chairs
4. Rob (Guildhall Custodian) receives operational instructions directly from both Guildhall Chair and Dena, and reports directly to Dena
5. Dena (RFO) takes the lead role in Finance Committee and budget setting, collaborates with all councillors, and delegates tasks to all staff
6. Amanda & Luke provide administrative support through delegation from Dena
7. Priority Hierarchy: Finance matters and Full Council matters take precedence over all other committee business

Committee Meeting Schedule

Finance: 4 meetings/year | Open Spaces: 4 meetings/year | Assets: 4 meetings/year
Planning: Monthly meetings | Personnel: 2 meetings/year | Guildhall: 1 meeting/year

Membership of External Bodies

- **Bolford Street Hall:** Cllr Andy Frater, Cllr Ray Williams
- **Windmill Trust:** Cllr Victoria Knight
- **Maynards Charity:** Cllr Victoria Knight, Cllr Andy Frater
- **Thaxted Twinning:** Cllr Alexander Young
- **Parish Transport:** Cllr Antoinette Wattebot
- **The Thaxted Society:** Cllr Andy Frater
- **CLT (Community Land Trust):** Cllr Robert Silver
- **TPS School of Governors:** Cllr Jenna Perkins