

**COUNCILLOR ROLES AND RESPONSIBILITIES**

**2018-2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Convener** | **Member** | **Assigned village areas** | **Financial responsibilities** | **Action plan 18/19** | **Other responsibilities** |
| Tony Adams | Highways. | Neighbourhood Plan. | Church Lane, St. Mary’s Close, Nobel Crescent, Salhouse Road, Preston Close. All public footpaths. |  |  |  |
| Malcolm Allsop | Vice Chair.  Comms & PR.  Liaison with other Councils.  Neighbourhood Plan | Capital Projects. Finance.  Road Safety. | Norwich Road, Avenue to River Bridge, Bure Close and Bridge Broad Close. |  | To complete and adopt the Neighbourhood Plan. To undertake traffic monitoring with the Hoveton joint action group. | Facebook, website, The Bridge, press releases.  Liaison with Norfolk Police. |
| Kim Claxton | Parish Surgeries | Capital Projects.  Comms & PR.  Finance.  Governance & Admin. Neighbourhood Plan. Planning.  Recreation & Amenities. | Norwich Road - Railway Bridge to Avenue Junction, plus Park Road. | Barclays signatory |  | Organizing and staffing surgeries at the library |
| Philip Everett | Governance & Admin.  Road Safety group. | Liaison with other Councils.  Neighbourhood Plan | Beech Road. |  | To work on a strategy to reduce speeding in the village, particularly on the Norwich Road.  To investigate further SAM2 devices and how best to collect and use data to support the Neighbourhood plan.  To document the role of the Tree Officer and provide suitable training.  To implement the new Training and Development policy. | Manage the Clerk and tree warden.  Community Grant Fund.  Policies update.  Internal controls.  Signage. |
| Barry Fiske | Chair.  Planning.  Capital projects. | Comms & PR.  Finance.  Governance & Admin.  Liaison with other Councils.  Neighbourhood Plan. Wherry Gardens. | Staitheway Road, Hartwell Road and Grange Walk. |  | Engage proactively in strategic planning including contributing to the new GNLP, BDC and BA Local Plans.  To produce and implement a management plan for Caen Meadow and Trafford Memorial Ground.  To appoint a new Councillor.  To set up a youth Council.  To erect a Christmas Tree and hold a Carol service around it. |  |
| Patrick Hadingham | Wherry Gardens | Capital Projects.  Parish Surgeries. Recreation & Amenities.  Road Safety. | Wherry Gardens. |  | To adopt the Wherry Gardens site and implement a maintenance programme | Footway lighting |
| Chris Hall |  | Capital Projects. Comms & PR. Recreation & Amenities. | Charles Close, Caen Meadow & Trafford Memorial Ground |  |  | Railway bridges and liaison with Network Rail.  Bittern Line Community link. |
| Sylvia Holyoake |  | Governance & Admin.  Planning.  Road Safety. | Castle Street, Plattens Court and Skinners Lane. |  |  |  |
| Ian Joynson | Finance | Capital projects.  Planning.  Road Safety.  Wherry Gardens. | Keys Drive, Trafford Walk, Keys Hill Wood, Agnes Gardener Playground. | Barclays signatory. Barclays online access including payment approval.  Lloyds signatory. Lloyds online access. | To produce and implement a management plan for Keys Hill wood. | Defibrillator.  SAM2 |
| Peter Mantle | Recreation & Amenities | Capital Projects. Comms & PR.  Finance.  Governance & Admin.  Liaison with other Councils.  Neighbourhood Plan.  Planning.  Road Safety. | The Avenue. The Cemetery, war memorial and St Mary's Churchyard. | Barclays signatory.  Barclays online access including backup for payment approval.  Lloyds signatory. Lloyds online access. | To survey and implement suitable maintenance contracts for all of the Parish Council’s assets and areas of responsibility.  To implement the first stage of the Cemetery extension by obtaining Environment Agency approval and change of use.  War memorial - clean, new lettering & new flags. | Liaison with Trafford Estates |

**BY STEERING GROUP MEMBERSHIP**

|  |  |  |
| --- | --- | --- |
| **Group** | **Conveyner** | **Members** |
| Capital projects | Barry Fiske | 1. Allsop 2. Hall 3. Claxton 4. Mantle 5. Hadingham |
| Communications & PR | Malcolm Allsop | 1. Hall 2. Claxton 3. Mantle 4. Fiske |
| Finance | Ian Joynson | 1. Claxton 2. Allsop 3. Fiske 4. Mantle |
| Governance & Admin | Philip Everett | 1. Claxton 2. Holyoake 3. Fiske 4. Mantle |
| Highways | Tony Adams |  |
| Liaison with other Councils inc Hoveton Joint Action Committee (HJAC) | Malcolm Allsop | 1. Fiske 2. Mantle 3. Everett |
| Neighbourhood Plan | Malcolm Allsop | 1. Mantle 2. Claxton 3. Everett 4. Adams 5. Fiske |
| Parish Surgeries | Kim Claxton | Hadingham |
| Planning | Barry Fiske | 1. Mantle 2. Claxton 3. Holyoake 4. Joynson |
| Road Safety | Philip Everett | 1. Allsop 2. Joynson 3. Hadingham 4. Mantle 5. Holyoake |
| Recreation & Amenities | Peter Mantle | 1. Hall 2. Claxton 3. Hadingham 4. Joynson |
| Wherry Gardens | Patrick Hadingham | 1. Joynson 2. Fiske |

Draft version 1 - 12/02/2018, updated 03/04/2018.

Approved at Full Council 12/04/2018