



## COUNCILLOR ROLES AND RESPONSIBILITIES 2020-2021

V3 Agreed at Full Council 07/05/2020

<b>Name</b>	<b>Convener</b>	<b>Member</b>	<b>Assigned village areas</b>	<b>Financial responsibilities</b>	<b>Other responsibilities</b>
Malcolm Allsop	Vice Chair. Comms & PR. Liaison with other Councils & other bodies. Planning Cemetery project (joint)	Finance. Governance & Admin. Cemetery project	Norwich Road – from the Avenue to the river bridge (including FP1); Bure Close and Bridge Broad Close.		Facebook, website, The Bridge, press releases. Liaison with Norfolk Police, Operation London Bridge.
Elaine Allsop	Village signage project	Comms & PR. Governance & Admin. Cemetery project Planning	Norwich Road – from the Avenue to the railway bridge.		Operation Good Neighbour liaison
Philip Everett	Governance & Admin. Road Safety. Operation London Bridge.	Liaison with other Councils. Planning	Beech Road, The Avenue (Norwich Road to no 44).		Manage the Clerk. Policies update. Internal controls. .

Barry Fiske	Chair.	Finance. Wherry Gardens handover project Village signage project	Staithe way Road, Hartwell Road and Grange Walk.		Liaison with Trafford Estates Christmas tree
Angela Ireland	Wherry Gardens. Friends of Caen Meadow.	Finance. Cemetery project	Wherry Gardens, Caen Meadow (inc Trafford Memorial Ground & Malthouse Lane), Church Lane.	Barclays signatory.	
Sylvia Holyoake		Road Safety.	Castle Street, Plattens Court, Skinners Lane.		
Ian Joynson	Finance.	Road Safety Wherry Gardens	Keys Drive, Trafford Walk, Keys Hill Wood, Agnes Gardener Playground, Preston Close, Park Road (inc FP2)	Barclays signatory. Barclays online access including payment approval. Lloyds signatory. Lloyds online access.	Defibrillator. SAM2 Trees
Peter Mantle	Street spaces. Historic & Burial spaces. Cemetery project (joint) Footway lighting project	Finance	The Cemetery, war memorial and St Mary's Churchyard, Nobel Crescent, The Avenue (No 44 to Salhouse Road), Charles Close, St Mary's Close,	Barclays signatory. Barclays online access including backup for payment approval. Lloyds signatory. Lloyds online access.	

Highways – issues to be reported to the Clerk by Councillors by geographical area. Clerk will log issues online or liaise with the Highways engineer as appropriate.

Trees across the Parish will be championed by Councillor Ian Joynson. All planning applications that have implications for trees and tree works applications from both BDC and BA will be directed to Cllr Joynson by the Clerk. Cllr Joynson will then decide whether to liaise with Broadland Tree Network's tree warden Angus Turville, WPC's tree contractor Target Trees or other parties. Councillors are to report any tree issues in their areas to Cllr Joynson in the first instance. Any instructions to contractors must still go through the Clerk.

## BY STEERING GROUP MEMBERSHIP

Group	Conveyner	Members
Cemetery project	Peter Mantle Malcolm Allsop	1. E Allsop 2. Ireland
Communications & PR	Malcolm Allsop	1. E. Allsop
Finance	Ian Joynson	1. Ireland 2. M. Allsop 3. Fiske 4. Mantle
Footway lighting project	Peter Mantle	
Friends of Caen Meadow	Angela Ireland	
Governance & Admin	Philip Everett	1. E. Allsop 2. M. Allsop
Liaison with other Councils and other bodies	Malcolm Allsop	2. Everett
Planning	Malcolm Allsop	1. Everett 2. E Allsop
Road Safety	Philip Everett	1. Joynson 2. Holyoake
Street spaces Historic & Burial spaces	Peter Mantle	
Trees	Ian Joynson	
Village signage project	Elaine Allsop	1. Fiske
Wherry Gardens handover project	Angela Ireland	1. Fiske 2. Joynson

