



COUNCILLOR ROLES AND RESPONSIBILITIES 2021-2022

V1 approved at Full Council 30th June 2021, updated 8th September 2021

BY STEERING GROUP MEMBERSHIP

Group	Conveyner	Members
Communications & PR	Malcolm Allsop	1. E. Allsop
Finance	Ian Joynson	1. Ireland 2. M. Allsop 3. Fiske 4. Mantle
Governance & Admin	Philip Everett	1. E. Allsop 2. Ireland
Liaison with other Councils and other bodies	Malcolm Allsop	1. Everett 2. Holyoake 3. Mantle
Planning	Malcolm Allsop	1. E Allsop 2. Everett
Procurement & Budget Responsibility	Barry Fiske	1. Everett 2. Joynson 3. Mantle
Public spaces	Peter Mantle	Cemetery – Mantle AGK Playground – Joynson Keys Hill Wood – Joynson Caen Meadow – Ireland

Highways (see note below)	Sylvia Holyoake	Road safety – Joynson Wroxham in Bloom – Ireland Litter – E Allsop
Trees (see note below)	Ian Joynson	

BY PROJECT TEAM MEMBERSHIP

Project	Lead	Members
Cemetery improvement project	Peter Mantle Malcolm Allsop	1. E Allsop 2. Everett
Caen Meadow management plan	Philip Everett	1. Ireland 2. Mantle 3. M Allsop
Agnes Gardner King improvement project	Ian Joynson	1. E Allsop 2. M Allsop 3. P Mantle
Village signage project	Elaine Allsop	Fiske
War memorial registration and improvement	Angela Ireland	
Wherry Gardens adoption project	Barry Fiske	1. E Allsop 2. Everett 3. Mantle 4. Joynson
Wroxham in Bloom	Angela Ireland	

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 COUNCILLOR

Name	Convener	Member	Assigned village areas	Financial responsibilities	Other responsibilities
Malcolm Allsop	Chair. Comms & PR. Liaison with other Councils & other bodies. Planning Cemetery project (joint)	Finance Cemetery project AGK playground project, Caen Meadow 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 Litter	Comms & PR. Governance & Admin. Planning Cemetery project AGK playground project WG adoption project	Norwich Road – from the Avenue to the railway bridge.		
Philip Everett	Vice Chair Governance & Admin. Caen Meadow management plan Operation London Bridge.	Liaison with other Councils. Planning Procurement & Budget responsibilities Cemetery project WG adoption project Caen Meadow project	Beech Road, The Avenue (Norwich Road to no 44).		Manage the Clerk.
Barry Fiske	Procurement & Budget responsibilities WG adoption project	Finance. Village signage	Staitheaway Road, Hartwell Road and Grange Walk.		Christmas tree

Angela Ireland	War memorial project Caen Meadow Wroxham in Bloom	Finance. Governance & Admin Caen Meadow project	Wherry Gardens, Caen Meadow (inc Trafford Memorial Ground & Malthouse Lane), Church Lane, Salhouse Road. War memorial.	Barclays signatory.	
Sylvia Holyoake	Highways	Liaison with other Councils.	Castle Street, Plattens Court, Skinners Lane.		
Ian Joynson	Finance. Trees AGK playground project Keys Hill Wood	Road Safety WG adoption project	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
Peter Mantle	Public spaces Cemetery project (joint) Cemetery	Liaison with other Councils. Procurement & Budget responsibilities AGK playground project Finance Caen Meadow project WG adoption project	The Cemetery 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.	