



COUNCILLOR ROLES AND RESPONSIBILITIES

Updated for Full Council 6th October 2022

BY STEERING GROUP MEMBERSHIP

Group	Conveyner	Members
Christmas Tree (on hold for Xmas 2022)	Barry Fiske	<ol style="list-style-type: none"> 1. E Allsop 2. Everett 3. Mantle
Communications & PR	Malcolm Allsop	E. Allsop
Finance & Budget Responsibility	Barry Fiske	<ol style="list-style-type: none"> 1. M. Allsop 2. Mantle 3. Joynson
Governance & Admin	Philip Everett	<ol style="list-style-type: none"> 1. E. Allsop 2. M Allsop
Liaison with other Councils and other bodies	Malcolm Allsop	<ol style="list-style-type: none"> 1. Everett 2. Holyoake 3. Mantle
Planning	Malcolm Allsop	<ol style="list-style-type: none"> 1. E Allsop 2. Everett
Public spaces	Peter Mantle	Cemetery – Mantle AGK Playground – Joynson Keys Hill Wood – Joynson Caen Meadow – Barry Fiske War memorial – Peter Mantle Village sign flowerbed – Peter Mantle

Highways (see note below)	Sylvia Holyoake	Road safety – Joynson Litter – E Allsop
Trees (see note below)	Ian Joynson	With support from Angus Turville, tree warden

BY PROJECT TEAM MEMBERSHIP

Project	Lead	Members
Caen Meadow management plan (a group composed of a Councillor and members of the public*)	Chair - Veronica Councillor - Barry Fiske	Bill Dashley*, Barry Fiske, Bronny Harris*, Ionie Lyons*, Veronica Mowat*, Nicky Nichols*, Ruth Rhead*, Nigel Robertson*.
Parish Online digital asset management project	Clerk	
Village trees	Ian Joynson	
Wherry Gardens adoption project	Barry Fiske	<ol style="list-style-type: none"> 1. E Allsop 2. Everett 3. Mantle 4. Joynson

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	Platinum Jubilee celebrations Litter	Christmas Tree 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.	Christmas Tree Liaison with other Councils. Planning Cemetery project WG adoption project Caen Meadow project	Beech Road, The Avenue (Norwich Road to no 44).		Manage the Clerk.
Barry Fiske	20 is plenty for The Avenue Christmas Tree Finance & Budget Responsibility	Finance. Village signage	Wherry Gardens, Caen Meadow, Staithe Way Road, Hartwell Road and Grange Walk.		Christmas tree

	WG adoption project				
Sylvia Holyoake	Highways	20 is plenty for The Avenue Liaison with other Councils.	Castle Street, Plattens Court, Skinners Lane.		
Ian Joynson	Finance. Village 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), Church Lane, Salhouse	Barclays signatory. Barclays online access including payment approval. Lloyds signatory. Lloyds online access.	Defibrillator. SAM2
Peter Mantle	Public spaces Cemetery project (joint) Cemetery	Christmas Tree Liaison with other Councils. 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.	