

## **The Roles and Responsibilities of Parish Councillors July 2020**

**Review Date: April 2021**

(and those residents of the village who have kindly volunteered to help)

There are no sub-committees – only working groups or individual responsibilities

1. **Allotments liaison** – Cllr Rolfe
2. **Cambourne Parish Council liaison** – Cllr O'Brien
3. **Coalition of Parish Councils** – Cllrs Blair, Jones & O'Brien
4. **Code of Conduct** – Parish Clerk and SCDC Monitoring Officer
5. **Environment** –
  - i) **Bourn Flood Group liaison & Brook maintenance** – Cllrs Jaques, O'Brien & Jones
  - ii) **Tree Warden/s** – Cllrs Jones, Jaques and Hilary Gretton
6. **Finance overseeing** – Cllrs Blair (convenor) and Rolfe
7. **Highways** – Cllrs O'Brien, Jagers & Stutchbury
8. **Traffic Monitoring and Speedwatch liaison** - Cllrs Rolfe & O'Brien
9. **Human Resources** - Cllrs Blair, Jagers, Rolfe and Jones
10. **Keyholder (including Sports Pavilion, except noticeboards)** – Cllr Rolfe & Clerk
11. **Neighbourhood Watch liaison** – Cllr Jagers
12. **Newsletter, quarterly and Annual Report** -
  - i) **Content** – Cllr Jagers (editor) and ALL Councillors
  - ii) **Distribution** – Cllr Jagers (printed copy)
13. **Noticeboards** – Cllr Rolfe
14. **Planning** – Cllrs Jones (convenor), Blair, O'Brien, Stutchbury and Rolfe
15. **Police liaison** – Cllr Jagers
16. **Public Rights of Way** -
  - i) **Bridleways & Footpaths**– Angela Marcham and Graham Bruce, liaison Cllr Stutchbury
17. **Recreation Grounds (Jubilee Playing Fields, Hall Close Play Area and Broadway Play Area, including all play equipment)** – Frank Haxton (as operational inspector), liaising with Parish Clerk
18. **Sports Club liaison** – Cllrs Jagers and O'Brien (as trustees)
19. **Village Hall** – Cllrs Rolfe & Stutchbury (as trustees)
20. **Website** – Cllrs Rolfe, Stutchbury, Jagers & Clerk

The Chairman is an ex-officio member of all groups.