

The Roles and Responsibilities of Parish Councillors

Review Date: September 2023

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

1. **Allotments liaison** – Cllr Rolfe
2. **Cambourne Town Council liaison** – Cllr O'Brien & Cllr Smith
3. **Code of Conduct** – Parish Clerk and SCDC Monitoring Officer
4. **Environment** –
 - i) **Bourn Flood Group liaison & Brook maintenance** – Cllrs Jaques & Cllr O'Brien & Cllr Smith
 - ii) **Tree Warden/s** – Cllrs Jones, Cllr Jaques and Hilary Gretton
5. **Finance overseeing** – Cllr O'Brien and Cllr Rolfe & Cllr Smith
6. **Highways** – Cllrs O'Brien, Cllr Jagers & Cllr Rolfe & Cllr Smith
7. **Traffic Monitoring and Speed watch liaison** - Cllr Rolfe & Cllr Heginbotham & Cllr Smith
8. **Human Resources** - Cllr Jagers, Cllr Rolfe and Cllr O'Brien
9. **Keyholder (including Sports Pavilion, except noticeboards)** – Cllr Rolfe
10. **Neighbourhood Watch liaison** – Cllr Jagers
11. **Newsletter, quarterly and Annual Report** - Clerk edits and distributes and all councillors for creating content
12. **Noticeboards** – Cllr Rolfe
13. **Planning** – Cllrs Jones (convenor), Cllr O'Brien, Cllr Stutchbury and Cllr Rolfe & Cllr Smith
14. **Police liaison** – Cllr Jagers & Cllr Smith
15. **Public Rights of Way** -
 - i) **Bridleways & Footpaths**– Angela Marcham and Graham Bruce, liaison Cllr Jaques & Cllr Stutchbury.
16. **Recreation Grounds (Jubilee Playing Fields, Hall Close Play Area and Broadway Play Area, including all play equipment)** – Frank Haxton (as operational inspector), Cllr Heginbotham liaising with Parish Clerk & Cllr Smith
17. **Sports Club liaison** – Cllrs Jagers and Cllr O'Brien
18. **Village Hall** – Cllrs Rolfe & Cllr Stutchbury (as trustees)
19. **Website** – Cllr Rolfe, Cllr Stutchbury & Clerk & Cllr Smith
20. **Community Liaison officer** – Cllr Heginbotham
21. **Wildflower/Trees/No Mow** – Cllr Jagers
22. **Defibrillators** – Cllr Stutchbury
23. **Climate Change** – Cllr O'Brien, Cllr Stutchbury & Cllr Jaques & Cllr Smith

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