



Date: 05 August 2021
Title: Report Item 7 – Parish Council Roles
By: Cllr P Seeley (Chair of the Council)
Purpose: To propose a draft allocation of roles
Recommendation: To discuss the draft allocation and assign roles

The Chair has put together the attached list of committees and groups and placed Councillor names against various groups. The list is a draft for discussion at the meeting, when changes can be made prior to signing off. At the time of writing, the Chair has not been able to contact all councillors.

Regarding the **Neighbourhood Plan**, there is a dormant Steering Group with a mixture of councillor members and lay volunteers. The Steering Group's Terms of Reference state that they will appoint a Chair and Vice Chair from among their number. It is not necessary for these appointments to be held by councillors. The Steering Group is council led in the sense that it reports to council which is its gateway to funding and will be responsible for the eventual submission of the draft Plan to the SDNPA, which supervises the final stages of the planning procedure.

Regarding **Finance**, there is currently no Lead Member, but Cllr Keller and Cllr Seeley are bank signatories and Cllr Hill is to have read-only access to the council's bank accounts for supervisory purposes. The Clerk is authorised to make payments online under council direction, and a similar arrangement is being set up for the Admin Officer.

DRAFT

Councillors:

Tim Bryant, Grant Fowler, Phillip Hill, Michael Keller, Christopher Lees, Hollie Milligan, Paul Seeley, Simon Thorogood, Daniel Wild.

Committee / Group	Chair / Lead - Current	Chair / Lead – Proposed
Parish Council	Michael Keller	Paul Seeley
Planning	Michael Keller	Tim Bryant
Finance		
Neighbourhood Plan		
Environment	Simon Thorogood	Hollie Milligan
Tree Warden	Simon Thorogood	Simon Thorogood
Traffic Management Working Group	Paul Seeley	Paul Seeley
Speed watch	Paul Seeley	Simon Thorogood
Rights of Way / SLR	Paul Seeley	Chris Lees
Recreation Ground	Daniel Wild	Grant Fowler
Pavilion Maintenance	Daniel Wild	Grant Fowler
Communications / website updates / Village Magazine		Mike Keller
Fund raising – Grants		Hollie Milligan
Village flowers / water rota	Phillip Hill	Phillip Hill
Village Defibrillators	Paul Seeley	Phillip Hill
Coordinator for Queens Jubilee 2022		Mike Keller

Chairman – Other Duties	
Remembrance Sunday co-ordinator	Clerks line manager / Annual Appraisal
Village Hall Trust	Emergency Plan
London Bridge	

Monthly Village Coffee Morning in Village Hall – last Thursday of the month. Opportunity for villagers to raise any issues. Currently not in place due to Covid but should recommence in due course. Attendance by Councillors welcomed.