

Winterton Parish Council and Councillor Responsibilities

| Council and Councillor Responsibilities Jan 2021 | | | | | |
|--|---|--|-------------------------------|---|-------------|
| Committees | Chair or Lead Contact | Councillor | Public | Responsible for | Information |
| Finance Advisory | Dawn Clegg | Mark Bobby, Nigel Coe | | Monitoring, governance and recommendations to council re parish council finances and accounting | M |
| Playing Field Management Committee | Marie Hartley | Mark Bobby, Nigel Coe | Ben Utting, Tom Whichelow | Meeting with user representatives and advising council on playing field management. | M, W |
| Personnel | Nigel Coe | Mark Bobby | | Clerk annual appraisal, day-to-day personnel issues. Recommendations to council re clerk's employment and contract. | M |
| Planning Advisory | Mark Bobby | VACANCY | | Examination, inspection of planning applications and recommendations to council | M, W |
| Allotment Advisory | John Smithson/Clerk | VACANCY | | Management of allotments in consultation with non-councillor members, make recommendations to council | M, W |
| Neighbourhood Plan Advisory | Neil Punched (Public) | Nigel Coe, Mark Bobby | Claire Thompson, Neil Punched | Guiding the Process of a Neighbourhood Plan | |
| Communcations Group (Internal) | Clerk | Mark Bobby, Nigel Coe, Marie Hartley | | | |
| Resident Comms Working Group (External) | Marina Carr | Emma Punched | | | |
| Council Duties and contact | | | | | |
| Bank Signatories | Dawn Clegg | Nigel Coe, Marie Hartley, | | | |
| Village Hall | John Smithson/Clerk | | | | M, S |
| Coastal Erosion | Emma Punched | Marina Carr | | Representing Council on environmental matters which includes coastal erosion | |
| Traffic Management | John Smithson | Nigel Coe, Liam McMahon, Marina Carr, Dawn Clegg | | | |
| Footpaths | Marie Hartley/Clerk | | | Represents Council on Footpath Group | |
| SAM Sign | Liam McMahon | Mark Bobby | | Placing of signs within prescribed route, monitoring traffic speeds. | M |
| Notice Boards | John Smithson/Clerk | | | Placing of signs and posters/minutes in Village Hall noticeboards and Post office | |
| Internal Controller | Dawn Clegg | | | To carry out bi-annual checks of the council's accounts and procedures. Make recommendations to Council. | S |
| Patient Participation Group | VACANCY | | | Attend PPG meetings and report back to Council | M, W |
| Playground/School | Emma Punched | | | To maintain contact with the primary school and be the contact for any playground development. | M |
| Community Emergency Plan | Marina Carr | Nigel Coe | | Arranging update and co-ordination of Emergency Plan. Advising the Council of the plan. Public information published. | M |
| Police/SNAP | Nigel Coe | | | To attend Safer Neighbourhood Action Priority (SNAP) meetings and report back to council | M |
| Footpaths/Rights of Way | Marie Hartley | Emma Punched, Mark Bobby | | Public contact for footpaths and rights of way issues. Monitor footpaths, report back to Council/Represents on working groups | M W |
| Policies/ Risk Assessments | Clerk | | | Draft policies and risk assessments for Council approval. Advise council on legal matters. | M W |
| Website | Clerk | | | Maintain website and disseminate information | W |
| Highways | Nigel Coe | Norman Parcell | | Public contact for highways issues, Monthly Inspection of Street lights and grit bins. | M |
| Beach cleaning | Clerk | | | Manage contractors and voluntary staff. Public contact. | W |
| Grass cutting | Clerk | | | Manage contractors. Public contact. | W |
| Graveyard Maintenance | Clerk | | | Public contact. | W |
| Playing Field bookings | Clerk | | | | W |
| Village Hall bookings | Caretaker/Clerk | | | Booking the Village Hall. All payments to go to the RFO or via the bank | W |
| Facebook | Clerk | Emma Punched, Dawn Clegg | | | |
| The Council will use the methods in column 'Information' to inform the public and promote the council's work: | | | | | |
| Key: M | Minutes and meetings (the public can attend) (Agenda) | | | | |
| W | Website | | | | |
| S | Signage - may include posters, leaflets etc. | | | | |
| The council may also hold public meetings and use other methods. See the parish council Community Engagement Strategy and Freedom of Information Model Publication Scheme. | | | | | |
| Council contact details are listed on the website and on the noticeboards. | | | | | |
| Last Updated: | 27-Jan-21 | | | | |