

Appendice A

Roles and Responsibilities of Parish Council Members 2015-16

Clerk

Communication, administration, statutory functions, Responsible Financial Officer (RFO) duties, correspondence, notice board, agenda, minutes, Church & Village notes, Village website (inclusive of the publication of Parish Council documents)

Ben Banks (Chairman) Meetings, Finance (budget, checks on expenditure), Liaison with Cambridgeshire County Council and South Cambridgeshire District Council

Anthony Titley (Vice-Chairman)

Health & Safety/ Risk Assessments for the Village and Village Hall. Emergency Plan for the village, Management of the Clunch Pit/ Tree Warden

Richard Benson

Liaison with Village Hall trustees re license agreement/ management of the Village Hall, Facilities for Young People, Children's Playground

Chris Coleridge Police (speeding, crime, ASB (2 meetings a year), Clunch Pit rota/ recruitment of new volunteers

Peter di Mambro

Village Fixtures (not Village Hall), Highways, footways, roads, drains, signs, street lights, drains, CEMEX liaison