

# PC Roles and Responsibilities - October 2020

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## 1. Roles & Responsibilities

### 1.1. Role Definitions

With 2 new councillors having been appointed to the Parish Council at the last meeting it has provided the ability to take a look at the structure of the PC so as to best utilise the skills and interests of the new councillors.

Ben Walters is a natural fit to pick up the role of Planning within the Built Environment. Ben has strong Ecology credentials and therefore will also take the lead on the subject of Ecology. This role will essentially bridge the Built Environment and the Natural Environment bringing the two areas together whilst also developing the Ecology role.

A new area of Climate Emergency has been defined and Tania Pascoe has taken on the role of taking this whole area forwards. The role is best described as:

This is an all-encompassing role with the sole focus of ensuring delivery on Freshford Parish Council's declaration of a Climate Emergency. Every decision made by FPC will consider the impacts on climate change, ensuring we can help deliver meaningful reductions in carbon emissions by 2030 and meet the Governments legally binding target of net zero by 2050. We will encourage, enable and support community initiatives, work with neighbouring parish councils and BATHNES and deliver a Freshford climate action plan.

Tania therefore has the task of ensuring that the Climate Emergency Resolution is fully considered in all PC activities and decisions.

This means that each councillor's primary role will be within one of the following areas:

- Built Environment
- Climate Emergency
- Community
- Ecology
- Natural Environment
- Transport

## 2. Clerk's Role

Selina Jobson is the primary point of contact for the PC.

If anyone is unsure of who to contact then Selina should be contacted via [parish.council@freshfordvillage.com](mailto:parish.council@freshfordvillage.com).

Selina will also run with specific responsibilities for:

- Street Lighting
- The Cemetery

Selina will be highlighted on all listings as the main point of contact for the Parish Council.

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## 3. Councillor Responsibilities

Whilst each councillor has a set of individual responsibilities, a parish council can only operate effectively with everyone working together and supporting each other. Many issues that arise or ideas that are put forwards require collaborative working.

The specific Councillor responsibilities are:

Person	Selina	John	Jean	Tania
<b>Area</b>	<b>Clerk</b>	<b>Chair Community</b>	<b>Vice Chair Natural Environment</b>	<b>Climate Emergency</b>
<b>Detail</b>	Freshford PC	ALCA	The Tynning	Climate Emergency
		Parish Liaison (BANES)	Hedges & Walls	Ecology
		Cam Valley Forum	Footpaths	Support for Nat. Env.
		Policy	Public Rights of Way	Website Support
		Website	Trees	
		Staffing	Ecology	
			Parish Sweeper	
			FLISCA	
			Staffing	

Person	Nick	Martin	Annabel
<b>Area</b>	<b>Transport Built Environment</b>	<b>Built Environment</b>	<b>Community</b>
<b>Detail</b>	Community Rail Partnership	Memorial Hall	Freshford School & Governors
	Highways & Maintenance	Fixed Assets	Support for Nat. Env.
	Rail & Bus Services	St Peter's Church	Neighbourhood Watch
	Road Safety	The Galleries	Speed Watch
	Heart of Wessex	Support for Lighting	Website Support
	Support for Planning		
	Policy Support		

Person	Tom	Ben	Julian
<b>Area</b>	<b>Natural Environment</b>	<b>Built Environment Ecology</b>	<b>Transport</b>
<b>Detail</b>	Support for Nat. Env.	Planning	Valley Parishes Alliance
	Finance Support	Ecology	VPA Highways Group
		Website Support	Transport
			Highways & Maintenance
			Rail & Bus Services
			Road Safety
			Website Support

## 4. Planning Working Group

The Planning Working Group consists of:

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- Ben Walters - PC Planning (Lead)
- Nick Stevens - PC Planning (Support)
- Craig Underdown - Non-PC Member
- TBD - Non-PC Member

## 5. Outstanding Items

The following items still need to be addressed:

- Parish Communications
  - Currently being run by John Adler. The day to day running of the new MailChimp facility ideally needs to be moved on
- The Bulletin
  - The printed version is no longer being produced. There will be an electronic Bulletin set up as part of the new website. Once this is in place then we can move forward with the new Bulletin
- Bath Preservation Trust