



BURSTON AND SHIMPLING PARISH COUNCIL

Roles and Responsibilities.

**Ann Baker
Clerk**

All legal responsibilities of Clerk, including
Summoning meetings
Keeping minutes
All formal correspondence

Liaison with: South Norfolk Council all financial and legal matters
Village caretaker (Lead)
Grass mowing and hedge trimming
Playing field
Village locations
St George's Shimpling

**Nigel Frankland
Chairman**

Council Administration (with Clerk)
Policies
Standing orders
Code of Conduct
Burston School Liaison
Press/Media Liaison
Unite/Strike School Liaison (especially 'Rally')
ForFarmers Liaison
Thelveton Estates (Sir Rupert) Liaison
Highways

**Alison Wakeham
Vice-Chair**

Asset Register
Finance (with Clerk/RFO)
Budget and precept
Insurance
IT/Website/Facebook/electronic document safekeeping
Planning (Lead)
Policies
Village Caretaker second contact
Burston House Liaison
Neighbourhood Plan (Lead)

Christine Stevens

Public Rights of Way (Prow) (Lead)
Thelveton Estate (and all landowners) Footpath Liaison
Parish Planet (Editor)
Burston House Liaison (Lead)

Tom Grieve Events (organiser)
Prow
Don Swanton Community Award

Lindsey Bilston Safeguarding
Burston School Liaison (Lead)
Church green pond.
Tree Warden

Jim Rudd Highways (Lead)
Neighbourhood Plan

Keith Cowley Playing Field (and everything on it) (Lead)
Grants/Financial Support

Non Councillors

Ruth Cowley Welcome Pack

Dean Charnley Emergency Coordinator

Cyril Bromley Neighbourhood Plan

March 2018