

# St Keyne & Trewidland Parish Council Councillors' Responsibilities

The Chair asks that councillors who have volunteered to take on additional responsibilities will:

- Make periodic reports back to the public meeting
- Act as a point of contact for residents
- Act as a point of contact for Cornwall Council or other agencies, where appropriate.

Office held	Current 2021/22	Duties
Liskeard & Looe Community Network Panel Maintenance	Sally Lewis & Peter Higgs Alex Blackwell	Attend quarterly CNP meetings. Carry out weekly safety inspections of the play equipment at Jubilee Park, and periodic safety inspections at the Lawn Cemetery.
Community Emergency Plan	Kevin Shovelton Peter Higgs	Production and maintenance of the CEP. Periodic review. Implementation as appropriate.
Scrutiny Committee	Sarah Whiting	Meets as required to receive and respond to complaints about service provision and staffing. Carries out annual appraisal of Parish Clerk.
St Keyne Village Hall	Sally Lewis	Periodic attendance at village hall committee meetings to act as link between the two organisations. Promote parish council initiatives and support the hall committee where appropriate.
Trewidland Village Hall	Angela Woodman	Periodic attendance at village hall committee meetings to act as link between the two organisations. Promote parish council initiatives and support the hall committee where appropriate.
Paths & Stiles	Lindsey Ellis & Kevin Shovelton	Acts as contact for landowners and Cornwall Council. Monitors existing network to maintain access.
Community Safety	tba	To manage the council's relationship with police, Neighbourhood Watch and speed campaigns.

September 2021