

# St Keyne & Trewidland Parish Council

## Councillors' Portfolio

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.

Portfolio	Current 2022/23	Responsible for
Liskeard & Looe/Gateway Community Area Partnership	Kevin Shovelton & Mark Featherston	Attend quarterly CAP meetings.
Maintenance	Alex Blackwell	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 Sally Lewis	Production and maintenance of the CEP. Periodic review. Implementation as appropriate.
Scrutiny Committee	Chair Vice Chair Sarah Whiting Sally Lewis	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	ALL	To manage the council's relationship with police, Neighbourhood Watch and speed campaigns.
Safeguarding Designated Person	Clerk + 1	To act as a point of contact for councillors and residents with concerns about safeguarding of children and vulnerable adults. Additional training required, and acting as

		a champion for safeguarding throughout the parish. Deliver appropriate training.
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For 23/24, include refresh of OLB in emergency plan.

May 2023