
Parish Councillors & Responsibilities

1.0 Background

Councillors work together for the good of the Parish and the people in the parish. They also liaise closely with other organisations inside and outside within the Parish for their mutual benefit. Councillors are encouraged to volunteer to represent the council at other meetings and feedback to the public meetings with information that might impact on their decision making.

2.0 Responsibilities & Roles

This is the current list of groups and responsibilities that will require representation from the parish council.

Liskeard & Looe Community Network Panel

Chair plus 1

Meetings held quarterly via Zoom and in real life. www.cornwall.gov.uk/people-and-communities/community-networks/liskeard-and-looe/.

Maintenance and safety

1 councillor

Regular safety checks at Jubilee Park Play Area; Lawn Cemetery.

Regular checks are essential for continuing insurance cover. The councillor is not expected to carry out minor repair work themselves. Checks required at monthly intervals.

Community Emergency Plan

1 councillor

Monitoring and updating of the CEP, and maintaining contacts within the parish who can assist in an emergency. Maintaining links with Cornwall Council Resilience & Emergency Management Team.

The council's first CEP was produced at the start of the national lockdown in 2020.

Scrutiny Committee

Chair, Vice Chair plus 1

The Committee's main function is to receive complaints from residents and councillors about service provision, staffing and other matters that relate to the council's work and is part of the decision-making process to improve outcomes for the residents of St Keyne & Trewidland.

This is a new committee formed out of the revised Employee Grievance Policy. Please see attached proposed terms of reference. Meetings as required by circumstance.

St Keyne Village Hall

1 Councillor

To act as a link between the parish council and the village hall management committee to identify areas of mutual interest and support.

This may include attendance at occasional village hall committee meetings.

Trewidland Village Hall

1 Councillor

To act as a link between the parish council and the village hall management committee to identify areas of mutual interest and support.

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This may include attendance at occasional village hall committee meetings.

Paths & Stiles

1 councillor

Includes the monitoring, maintenance and usage of listed paths and stiles within the parish. Liaison with other external groups and users to promote their use.

Role requires councillor to develop and maintain good working relationships with Cornwall Council Highways.

Community Safety

1 councillor

This role involves acting as a contact between the parish council and the local PCSO, Office of the Police and Crime Commissioner, and providing support for any local Neighbourhood Watch groups.

This role requires the councillor to be the contact for mailing lists and to organise occasional police surgeries.

Other duties are carried out by members as and when required.

St Keyne & Trewidland Parish Council

Scrutiny Committee Draft Terms of Reference

Established July 2021

Scope of committee

The Committee's main function is to receive complaints from residents and councillors about service provision, staffing and other matters that relate to the council's work and is part of the decision-making process to improve outcomes for the residents of St Keyne & Trewidland.

Complaints and criticism will be examined against published standards to agree an outcome.

Key policy documents are:

Complaints Policy

GDPR Breaches Policy

Employee Grievance Policy

Employee Disciplinary Policy

Code of Conduct

The Committee will also be responsible for carrying out an annual appraisal of the Parish Clerk (under section 6.2 of the Clerk's Contract of Employment).

Membership will include the council's Chair, Vice Chair and one other councillor.

Management of the group will be the responsibility of the council chair, who will deliver progress reports to the parish council as required. Meetings of the group will take place on an 'as required' basis without formal notice.

The group will be administered by the parish clerk.

6 July 2021

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