

## Brockham Parish Council Roles and Working Groups : November 2020

Brockham Parish Council has 9 Councillors

1. Chairman Cllr Karen Gargani
2. Vice Chairman Cllr Maurice Homewood
3. Vice Chairman Cllr Gill Venables
4. Cllr David Challenger
5. Cllr Gary Evans
6. Cllr Jerry Hamilton
7. Cllr Jason Keen
8. Cllr Bill Songhurst
9. Cllr Roshie Watkins

The Parish Council is supported by the CILCA qualified Clerk, Claire Minter on a part time basis.

<b>Role Title</b> Area of Office	<b>Role Coverage</b> Breakdown of Area of Office	<b>Responsibility</b> Key Contact	<b>Projects/Working Party</b> Active within the Role Title	<b>Group Coordinator</b>	<b>Consultation</b> Who else is involved in the project
Parish Council Chairman	Chairing Parish Council meetings Personnel PC strategy, roles and projects SALC representative Betchworth United Charities Trustee	Karen Gargani	Covid-19 Strategy Group Current Issues Working Group Youth Council	Karen Karen Karen	MV DC x2, Bert, Poland Trust, Bonfire, Gill Jerry, Roshie, Gill See separate item below
Vice Chairman	Support Chair in their role Personnel	Maurice Homewood Gill Venables	Angus Energy Liaison group School Liaison and Support (inc nursery)	Maurice Gill	Jerry, Brockham oil watch Education, safety, parking, road closures
Highways Officer	Roadways and Highways Review of Cycleways Pedestrian safety Footpaths and Bridleways	Jerry Hamilton	Traffic reduction 3 working groups Bridleway 52 improvements Speedwatch Initiative	Gill, Jerry, Roshie Jason Gary	Residents, Surrey Highways, Helyn Clack Ongoing issue – need landowner permission Volunteer team trained, Police
Legal and Administration Office	Finance/ RFO Risk and Insurance Asset Register of Community Value GDPR and ICO compliance	Clerk Clerk, Gary Evans Clerk Clerk	Land Ownership and asset check All banking to online Review grant options Policy creation and update	Gary, Clerk Clerk Clerk Clerk	Mole Valley and Surrey County Council n/a MV and Surrey CC Parish Councillors review and adopt

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	Allotment Leases/paperwork Health and Safety	Clerk Clerk			
Green Spaces Officer	Allotments liaison and monitoring Big Field Committee PC rep Litter picking Elizabeth Bailey Field Grass Cutting/verges Hedges/trees/pond	Jason Keen	Bench – pond Bench – old coach road x2 Rewilding Working Group Allotment re-org and tidy up Community Allotment Garden Playground review H&S	Gill Maurice Karen Jason Jason, Karen Clerk	Residents around pond, plus local historian Locals approve and want more Working group, resident feedback Jason, Clerk, Karen to review all plots Angela R, allotment holders
Marketing Officer	Website Social media/publicity GDPR	Gill Venables	New website and email system BPC own regular email updates	Clerk, Gill, Karen Gill, Clerk	David P Karen
Environment Officer	Recycling/terracycling Wildlife protection/ green belt Green initiatives (energy efficiency) Planning and Local Businesses	Roshie Watkins, Karen Gargani	Setup working group and make recommendations to council	Karen Gargani	Volunteers
Planning/Housing needs Officer	Due diligence on all planning apps Present facts to council to discuss Review housing needs in the village	Bill Songhurst Roshie Watkins	Review need for working group Creating a Neighbourhood Plan	All Karen	Giles W to head N Plan committee
Flood Prevention Officer	Flood Strategy for the village Atkins report/ Flood Forum SCC Flood booklet	David Challenger	Surrey CC project	David, Karen, Claire	Ian Fowler SCC, Helyn Clack, Bob T, Simon Budd, Issy HI
Youth Council Sub-committee	Bringing young people's input onto the Parish Council Encouraging the next generation PC Recreation review Youth projects in the village	Karen Gargani, David Challenger	New equipment in EB Field Talent Show Supporting young groups eg: cubs Wildlife support Talks for young people Youth Room refurbishment Hire of Skate Park	Karen, Clerk David Abi, Roshie Karen, Casey Karen, Sian Abi David	Young people (6), YC Chair Abi W, plus governors

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War Memorial Officer	Caretaker of War memorial maintenance and wellbeing.	Bill Songhurst	Re-mortar following jetwash	Bill	Vicar
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