

FLETCHING PARISH COUNCIL

Clerk: Gabriella Paterson-Griggs

Tel: 07534 959772

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Website www.fletching-pc.org



Councillor Roles and Responsibilities

Set out below are the appointments to the working groups, individual councillor responsibilities and external body appointments for 2023/24.

Area of Responsibility	Areas Covered	Requirement	Nomination
Assets	<ul style="list-style-type: none"> All assets owned by the Parish Council eg. Pump House, Splaynes Green Phone Box, Benches, War Memorial 	Work with the Clerk keep the Asset Register updated. Ensure assets are properly maintained and kept in good order.	Cllr Damian Greenish Cllr Sally De St Croix
Burial Ground and Green Spaces	<ul style="list-style-type: none"> Burial Ground / Commons Grass Cutting Street Cleaning 	Liaise with Clerk over burials – marking out graves for interment. Grounds maintenance incl. grass cutting, tree and hedge management.	Cllr Richard Hannay Cllr Kate Minch Cllr Noel Collum
Community Safety	<ul style="list-style-type: none"> CSAG/Police Focus Group Road Safety/Speed Watch Emergency Services FPC Emergency Plan 	Attend Police Focus Group with Clerk Liaison with speed watch group Oversee FPC emergency response	Cllr Kate Minch Cllr Amanda Abraham Cllr Wes Constantinou
Finance	<ul style="list-style-type: none"> Budget / Precept / Grants Grants / Insurance 	Work with the RFO to develop and manage budget and finances.	Cllr Richard Hannay Cllr Sally De St Croix
Health and Community Services	<ul style="list-style-type: none"> NHS / Adult Social Care / Activities for the elderly Transport 	To provide councillor liaison as and when required	Cllr Kate Minch
Highways	<ul style="list-style-type: none"> Roads / Potholes / Verges / Pavements / Flooding / Drainage / Signs / Footpaths / Fingerposts 	Attendance with Clerk at SLR (or equivalent meetings). Investigate issues raised by FPC	Cllr Wes Constantinou Cllr Amanda Abrahams Cllr Leighton Snelgrove
Planning Group	<ul style="list-style-type: none"> Planning applications received from Wealden District Council for comment 	To recommend to the full FPC a response to each planning application. Outside of ordinary FPC meeting dates – to agree FPC response to planning applications. To comply with the FPC Planning Code of Conduct when reviewing applications	Cllr Noel Collum Cllr Damian Greenish Cllr Ross Borton Cllr Leighton Snelgrove

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Staffing	<ul style="list-style-type: none"> Pay / Performance Review Recruitment 	To manage the employment of and recruitment of the Clerk and RFO	Cllr Richard Hannay Cllr Damian Greenish
Fletching School Liaison	<ul style="list-style-type: none"> Liaison with the school 	To act as the liaison between the Parish Council and the school	Cllr Richard Hannay
Working Groups*			
Neighbourhood Plan Steering Group	<ul style="list-style-type: none"> Setting up the Neighbourhood Plan process for the parish 	To attend meetings of the steering group and get involved in the various aspects of putting together a neighbourhood plan	Cllr Richard Hannay Cllr Damian Greenish Cllr Leighton Snelgrove Cllr Sally De St Croix 3 parishioners
Fletching Historical Group	<ul style="list-style-type: none"> Partnership between the Church, Parish Council and School 	To attend meetings and agree use of Parish Council's photo exhibition boards where appropriate.	Cllr Richard Hannay Gabriella Paterson-Griggs
Parking Working Group	<ul style="list-style-type: none"> Improvement to parking issues in the village of Fletching 	To attend Working Group meetings and make recommendations to the FPC	Cllr Amanda Abraham Cllr Ross Borton
External Bodies			
Ashdown Forest Conservators Parish Liaison Group	<ul style="list-style-type: none"> Partnership meeting between Conservators and parish councils 	To attend Liaison Group meetings and report back to the FPC	Cllr Kate Minch Cllr Leighton Snelgrove
Community Safety Action Group (Uckfield Cluster) Note: This has been paused currently by Sussex Police	<ul style="list-style-type: none"> Partnership meeting between Police and Parish/Town Councils 	To attend CSAG meetings and report back to the FPC	Cllr Kate Minch
East Sussex Association of Local Councils (ESALC)	<ul style="list-style-type: none"> Association of Town and Parish Councils in East Sussex 	To attend and vote at the ESALC AGM and report back to the FPC	Cllr Richard Hannay Gabriella Paterson-Griggs

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Fletching Recreation Ground Committee (FPC is Sole Trustee of the FRC Charity)	<ul style="list-style-type: none"> The running of the Fletching recreation ground and children's play area 	To attend FRGC meetings and be an active member of the committee. To ensure appropriate legislation is complied with.	Cllr Richard Hannay Cllr Sally De St Croix Chris Rothery
Fletching Village Hall Committee	<ul style="list-style-type: none"> The running of the Village Hall through the Fletching Village Hall Charity 	To attend meetings of the Village Hall Committee and report back to the FPC	Cllr Kate Minch (one representative only)
Leches and Smith Charity**	<ul style="list-style-type: none"> Charity for the benefit of those in need in Fletching and Danehill 	To be a trustee of the L&S Charity	Andrew Shaw (one representative only)
North Wealden Police Focus Group	<ul style="list-style-type: none"> Focus Group held by the PCC's office for Parish and Town Councils 	To attend the Focus Group meetings with the Clerk.	Cllr Kate Minch (One representative only) Gabriella Paterson-Griggs
Parish in Bloom	<ul style="list-style-type: none"> Annual competition run by South-East in Bloom 	Work with the Clerk to enter the parish into the competition and make appropriate arrangements for the judge's visit in June each year.	Cllr Kate Minch Gabriella Paterson-Griggs
Wealden District Association of Local Councils (WDALC)	<ul style="list-style-type: none"> Partnership meeting between District / County and Parish Councils 	To attend the WDALC meetings and report back to the FPC	Cllr Richard Hannay (one representative only)
Wealden Parish Cluster Group (Central West)	<ul style="list-style-type: none"> Information sharing meeting between Wealden District Council Planning and parish councils 	To attend the cluster meetings and report back to the FPC	Cllr Richard Hannay (one representative only)

Notes

* Working Groups work informally on Council business and have no terms of reference. Decisions of a Working Group cannot bind a council

** Leches and Smith Charity – this is a four-year appointment that commenced on 16 February 2023 and does not have to be a Parish Councillor (just a representative appointed by the Parish Council).