

UPTON PYNE and COWLEY PARISH COUNCIL

COUNCILLORS' AREAS OF RESPONSIBILITY

The Councillor responsible for a task is responsible for informing the Clerk if decisions or actions require sanctioning so that the item can be placed on the agenda.

Item / Area	Requirement	Councillor responsible for action	Current status JANUARY 2020
Risk Assessment	Undertake Risk assessment of all Council property	A.Jackson	
Bus Shelters: – Cowley	Clean	A.Jackson	Sept and April
Upton Pyne	Clean	B. Short	Sept and April
Footpaths	Assess needs, improve and maintain for public access.	C. Smith	Ongoing
Benches x 6 in Upton Pyne	Clean and maintain	B. Short	
Jackmoor and Jackmoor Green		J Dalton M Cormack D Horton	
Communications Officer	To take notes from parish Council meetings for Speke-Up magazine	All Councillors on a rota.	
Welcome leaflets for new residents in Upton Pyne	Distribution to homes	M. Cormack	
Welcome leaflets for new residents in Cowley	Distribution to homes	C. Smith	
Notice Board in Glebe Close	To check for mis-use/damage and to remove out of date material	M. Cormack	
Notice Board in Cowley	To check for mis-use/damage and to remove out of date material	C. Smith	