

Manuden Parish Council

Julie Kershaw Chairman
John Archer Vice Chairman
Richard Dale-Cooke
Sheila Hannington
Katrina Hardy
Lizzie McLean
Fiona Womack
Charles Bartram Parish Clerk

Allocation of Responsibilities

<u>Responsibility</u>	<u>Comments</u>	<u>Assigned to:</u>
1. Planning Applications.	Must be reviewed by whole Council but Charles needs a first point of contact.	John
2. Public Relations.	Including items for Parish Magazine.	John
3. Keeping the village tidy.	Including clean-up campaigns, dog fouling, parking, footpaths.	Katrina
4. Road and pavement repairs.	Liaison with Essex Highways.	Charles
5. Trees.	Our Tree Warden. Liaison person for Uttlesford and Essex Highways.	Julie
6. Mobile Signals and Social Media Communications		Fiona
7. Floods.	Emergency Response, liaison with affected households, Essex Highways, Environmental Agency, etc.	Julie and John
8. Current Issues:		
	Stansted Airport and Transport	Richard
	Village Green	Julie
	Manuden Village Community Centre	John
9. Emergency Plan.	Keeping it up-to-date, liaison with other Parish Councils and Uttlesford.	John

10. Liaison with:

School

Lizzie

Church

Sheila

Manuden Village Community Centre

John

Other village organisations.

Sheila

Police

Richard

11. General liaison with other local Parish Councils.

Julie

12. Finance.

Charles

13. Community Bus

Charles

14. Footpaths

Link with ECC

Katrina

15. Park Committee

Lizzie & Katrina