

# **Roles & Responsibilities of the Parish Council**

## **Meetings**

Parish Council meetings are normally held on the second Thursday of each month in the Palgrave and District Community Centre, Rose Lane, Palgrave Suffolk IP22 1AP. All Palgrave residents are invited and encouraged to attend the meetings, with a Public Forum set aside during each meeting. The Parish Council meetings start at 7.30pm and normally finish by 10.00pm. The draft minutes of Palgrave Parish Council Meetings and Committee Meetings are uploaded onto this website within 4 weeks of the meeting being held and are also published on the Parish Notice Board.

## **Roles undertaken by Councillors**

Councillor Weston is the Chair, with Councillor Sneddon Vice-Chair.

Councillors Weston, Sneddon and Cooper are the members of the Personnel Committee.

Councillors Weston, Sneddon, and Brown are the members of the Cemetery Committee together with the Cemetery Administrator, Phil Dyer.

Councillors Weston and Cousins-Clarke are the Representatives on the Diss and District Neighbourhood Plan Working Party (DDNP)

Councillors Long and Cooper are the Representatives on the St John's Liaison Group.

Councillors are rotating the role as Representative on the Palgrave and District Community Centre (PDCC) on a 2-month basis.

Councillors Weston, Cooper and Brown are the Parish Council's authorised signatories.

There is not currently a Parish Council appointed Footpath Warden.

There is not currently a Parish Council appointed Tree Warden.

## **Delegated Powers**

[Powers delegated to the Clerk](#)

[Powers delegated under Palgrave's Dispensation Policy](#)