

UPTON BISHOP COUNCILLORS AND MEMBERS RESPONSIBILITIES 2023

Name	Responsibilities 1	Responsibilities 2	Other Responsibilities
Parish Council			
M Rusby	Councillor	Chairman	Temporarily covering the clerks secretariate and RFO duties, including preparing for meetings, coordinating professional advice, monitoring the clerks email account and monitoring the bank account due the PC currently having no parish clerk*
M Tyers	Councillor	Vice Chairman	Monitoring Internal Controls
P Newman	Councillor		
M Wallace	Councillor		
A Parr	Councillor	PC Footpath Officer	
M Shuttlewood	Councillor		
K Lumsden	Councillor		
R Cornwall	Councillor		
Others			
C Newman	Parishioner	Parish Website Manager	Covering 'PC specific' duties until the recruitment of a PC Clerk

Note: as at 15 May 23 the PC is officially in the process of trying to recruit a Parish Clerk.

Adopted at a full council meeting on 13 July 2023

Review: as required or 2028