

PALGRAVE PARISH COUNCIL

Roles & Responsibilities of the Parish Council

Meetings

Parish Council meetings are normally held on the second Thursday of each month either in the Palgrave and District Community Centre, Rose Lane, Palgrave Suffolk IP22 1AP or remotely if physical attendance is not permitted.

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 9.30 pm. 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 Pudney is the Chair.

Councillor Fausset is the Vice-Chair.

Councillors Pudney, Cooper and Coulson form the Staffing Committee.

Councillors Fausset, Cooper, and Collins are the members of the Cemetery Committee together with the Cemetery Administrator, Mr Phil Dyer, the clerk, Caroline Emeny, and Jane McClintock as a co-opted parishioner.

The Clerk currently attends online meetings as the Parish Council Representative on the Diss and District Neighbourhood Plan Working Party (DDNP), alongside Councillor Charman for in-person meetings.

Councillor Hollowday is the Parish Council representative on the PDCC.

Councillors Pudney, Cooper and Fausset are the Parish Council's authorised signatories.

Councillor Fausset is responsible for the grass cutting of The Green, churchyard and Cemetery (together with the Clerk)

Councillors Cooper and Hollowday are the Parish Council Representative on the School Liaison Group (SLG)

Councillors Pudney and Coulson are the Parish Council's representatives on the Parish Liaison Group re solar farms and pylons

There is not currently a Parish Council appointed Footpath Warden.

Graham Leigh is our Parish Tree Warden.

Delegated Powers

[Powers delegated to the Clerk](#)

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