



**CLERK'S REPORT NO. 2020-034
UPDATING EMERGENCY & MAINTENANCE PROTOCOLS - 2021-2022
ADOPTION PROCESS**

To all JPC Officers

Further to my earlier report, **2020-032**, may I now consolidate the discussion and notes exchanged between the Clerk and Cllr J Jones in respect of *Emergencies and Maintenance* going forward and, in preparation of the budget for next year.

1. Cllr Jones wishes to stand down as Chair for the E&M Committee, as he feels there must be a more effective way of him serving the community in this very important sector.
2. Five new sectors are to be formed, each headed by a Councillor.
3. They are –
 - 3.01 IMPROVEMENTS & PROJECTS UNIT**
 - 3.02 PARKS UNIT**
 - 3.03 VOLUNTEER UNIT**
 - 3.04 FLOOD PREVENTION UNIT**
 - 3.05 TREE UNIT**
4. The five units, each headed by a Councillor, will be supported by the Clerk who will programme the work needed, engage contractors and/or materials for the purpose, arrange procurement and payment and report back to the full council on a regular updating basis.
5. **The roles for each unit and the adoption of a head of unit, must be defined in an all Council meeting and in the public gaze.**
6. Briefly, the following outline scope of duty will be:
 - 3.01 [I&PU]**
Organising best use of PayBack Team and dovetailing their services with third party contractors and/or other members of the JPC. To take on the smaller grass cutting duties such as roadside verges, Milking Lane clearing etc.
 - 3.02 [PU]**
Responsible for maintenance of Riverlands, Jubilee, Skate Park and Littleworth, liaising regularly with the appointed contractor and reacting to residents reporting. This should include care of the pond and river banking.
 - 3.03 [VU]**
To manage a volunteer list made up of residents who wish to be involved in any aspect of town maintenance.
 - 3.04 [FPU]**
To work hand in glove with WCC and Environmental Agency to ensure that drains, riverways and pathways are kept maintained and to respond quickly to any reports from residents.
 - 3.05 [TU]**
To work closely with SDC and residents, to maintain a clear and defined relationship with the tree contractor so that emergencies can be dealt with efficiently.

I have entered this as **Item 9.04** on the agenda for our meeting on the 16th next and posted it on website as a supporting document.

Thank you.

Ray Evans
Clerk B&HJPC
11th November 2020