

## Wymeswold Parish Council - Councillor Responsibilities June 2023

Councillors: Chair - Laura Mills, Vice Chair - Richard Higgins, Councillors - Ade Cooke, Tom Simpson, David Albert, Andrew Wright, David Nottingham, Clerk - Clara

Item	Description	Person Responsible	Second Person Responsible
<b>Parish Council</b>			
<b>Parish Council Finances</b>	1. Meet with Clerk on a quarterly basis to ensure figures reconcile	Cllr Higgins	Cllr Albert
	2. Regularly monitor spending against budget		
	3. Consider potential expenditure for the next financial year/ precept planning - December/January.		
	4. Monitor and approve any ad-hoc spend through the financial year		
<b>Monthly &amp; Annual Parish Council reports</b>	1. Checking the Agenda and Minutes. Clerk's monthly submissions to 'The Link' and writing the Annual Parish Report	Cllr Mills	Cllr Higgins
<b>Annual Audit Process (Internal and External)</b>	1. Ensure that all paperwork is completed and filed	Clare Higgins	Cllr Higgins
<b>Clerk's Appraisal</b>	Annual review	Cllr Mills	Cllr Nottingham
<b>Update Parish Noticeboard/Website</b>	Ensure current Agenda and Minutes are posted in advance of Parish Council meetings and other relevant notices.	Clare Higgins	Cllr Mills
<b>Representatives for other Committees</b>	Memorial Hall Committee	Appoint when needed	Appoint when needed
	Joint Parish Council meetings	Appoint when needed	Appoint when needed
<b>Village</b>			
<b>Remembrance Day Poppies and Silent Soldiers</b>	To co-ordinate the siting of Poppies and Silent Soldiers around the village	Cllr Wright	Cllr Wright
<b>Parish Council responsibility for management of certain village trees</b>	Liaise direct with our tree warden on any issues relating to these trees	Cllr Cooke	Cllr Wright
<b>Biodiversity, Environment, Landscaping and Mowing</b>	To assess the current areas that the Parish Council are responsible for.	Cllr Cooke	Cllr Wright
	Review the current number of cuts for 2022 season; identify other areas, spaces, works that can be included instead of the current number of grass cuttings to certain areas.		
	Liaise directly with mowing contractors on an ongoing basis.		
<b>Washdyke and Sports Field</b>	Monthly Risk Assessment of the play areas	Cllr Mills	Cllr Nottingham
<b>Sports Pavilion</b>			
<b>Sports Pavilion Hire/Maintenance</b>	Open Sports Pavilion for legionella testing, flush toilets, and showers on a weekly basis.	Cllr Mills	Cllr Albert
	Sports club liaison, plus responsibility for keys for Sports Pavilion users.		
	Undertake the facilities check at the end of the cricket and football seasons.		
	Read the electric meter at the Sports Pavilion and forward to the Clerk.		
	Put the relevant Sports Pavilion bins out on a weekly basis and return		
	Quarterly Risk Assessment of the Sports Pavilion		
EonNext Quarterly meter reading submission	Cllr Simpson	Cllr Albert	
<b>Wymeswold Cemetery</b>			
	Locate burial plots at Cemetery	Clare Higgins	Cllr Albert
	Record a sale of a plot in the Purchase Ledger (Clerk to organise Certificate of Purchase - Grant of Right of Burial).		
	Record purchases of burial plots in the relevant ledger.		
	Record burials/ interments in the three ledgers.		
	Indicate status of plot on Cemetery map.		
	Clerk to ensure all relevant paperwork including a copy of grave purchase and green form is filed electronically		
Quarterly Risk Assessment of the Cemetery	Cllr Albert	Cllr Simpson	
<b>GreenBelt &amp; Other Non-Parish Council owned open spaces</b>			
	Maintenance issues with the GreenBelt responsible for maintaining the public areas and play area on the Wysall Lane development.	Cllr Mills	Cllr Nottingham
	Maintenance issues with other non-Parish Council owned open spaces - Storkit Lane	Cllr Albert	Cllr Wright
<b>St Mary's Church &amp; Churchyard</b>			
	Clock maintenance	Cllr Mills	Cllr Higgins
	Church wall repairs		
	Liaison with Church representatives/Committees and Parochial Church Council		
<b>Highways, New Developments &amp; Planning</b>			
<b>Section 106 and associated monies</b>	Negotiations with Charnwood Borough Council, Leicestershire County Councillors, contractors and suppliers.	Cllr Simpson	Cllr Nottingham

Clerk's Responsibilities	Description
<b>Parish Finances</b>	Receive and report on invoices, monitor and balance the Council's budget and accounts; prepare records for audit purposes and VAT. Monitor legislation changes regarding finance.
<b>Council Meetings</b>	Prepare the agenda and minutes for the meeting after consultation with the other Cllrs.
<b>Communication</b>	Communicate the Council Agenda and Minutes with the Parish via the noticeboard, Wymeswold website and social media following Cllr approval, and write an approved section for the Christian Link.
<b>Correspondence</b>	Receive correspondence and documents on behalf of the Council and bring items to the attention of appropriate Cllrs. Issue correspondence as a result of instructions from Cllrs.
<b>Cemetery</b>	Allocate burial plots and ensure all necessary documentation is completed/recorded and stored.
<b>Training</b>	Attend appropriate training courses.
<b>Risk Assessment</b>	Ensure the Council's obligations are met.