Wymeswold Parish Council - Councillor Responsibilities June 2025

Councillors: Chair - Laura Mills, Vice Chair - Richard Higgins, Councillors - Adrian Cooke, David Nottingham, Janet Beaumont, Julie Banks, Jeff Weston and Clerk

Parish Council Finances Parish Council Finances 2. Regularly monitor spending against budget 2. Regularly monitor spending against budget 3. Consider potential expenditure for the next financial year/ procept planning— December of the council reports 4. Record of the council reports 4. Reports of the council reports 4. Landscaping and Mowing 4. Landscaping and Mowing 5. Review the current areas that the Parish Council are responsible for. 6. Review the current areas that the Parish Council are responsible for. 7. Review the current number of cuts for 2022 season; identify other areas, spaces, works that can be included intended of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain a season of the current number of grass cuttings to ordain	Item	Description	Person Responsible	Second Person Responsible	
Parish Council responsibility for anagement of cortain village trees	Parish Council				
S. Consider potential expenditure for the next financial year of peceph planning - December/January.	Parish Council Finances	Meet with Clerk on a quarterly basis to ensure figures reconcile			
December/January			Ollo I Il andre	T. b	
Monthly & Annual Parish Council reports witting the Agends and Minutes. Clerk's monthly submissions to 'The Link' and preports witting the Annual Parish Report witting the Annual Parish Report witting the Annual Parish Report			Ciir Higgins	To be arranged it required	
reports witing the Annual Parish Report Annual Audit Process (Internal and External) Clerk's Appraisal Annual Audit Process (Internal and External) Update Parish Noticeboard/Website Representatives for other Committee Representatives for other Committee IFALC AGM and EGM Representative Update Parish Council responsibility for management of certain village trees Biodiversity, Environment, Landscaping and Mowing Biodiversity, Environment, Landscaping and Mowing Washdyke and Sports Field Washd					
External 1. Future that all appearwork is completed and tiled Clier Mills Clir Mills Clir Mills	reports		Cllr Mills	Cllr Higgins	
Update Parish Noticeboard/Website Ensure current Agenda and Minutes are posted in advance of Parish Council meetings and other relevant notices. Cilir Banks Cilir Beaumont		Ensure that all paperwork is completed and filed	Clerk	Cllr Higgins	
Representatives for other Committee Memorial Hall Committee Memo	Clerk's Appraisal	Annual review	Cllr Mills	Cllr Nottingham	
To be arranged if required	Update Parish Noticeboard/Website		Clerk	Cllr Mills	
Parish Council responsibility for management of certain village trees Biodiversity, Environment, Landscaping and Mowing 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. Liaise directly with mowing contractors on an ongoing basis. Liaise directly with mowing contractors on an ongoing basis. Liaise directly with mowing contractors on an ongoing basis. Liaise directly with mowing contractors on an ongoing basis. Sports Pavillion Sports Pavillion Hire/Maintenance Open Sports Pavillion for legionella testing, flush tollets, and showers on a weekly basis. Sports club liaison, plus responsibility for keys for Sports Pavillion users. Nead the electric meter at the Sports Pavillion Environment Quarterly Risk Assessment of the Sports Pavillion Environment Quarterly Risk Assessment of the Sports Pavillion Wymeswold Cemetery Locate burial plots at Cemetery. Record suited a plot in the Purchase Ledger (Clerk to organise Certificate of Purchase - Grant of Right of Burial). Record purchases of Durial plots in the relevant ledger. Record burials inferments 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 Clerk to ensure all relevant paperwork including a copy of grave purchases and green form is filed electronically. Clerk to ensure all relevant paperwork including a copy of grave purchases and green form is filed electronically.	Representatives for other Committies	Memorial Hall Committee	Cllr Banks	Cllr Beaumont	
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	GreenBelt & Other Non-Parish Council		OIII Deaumont	Oloik	
Maintenance issues with the GreenBelt responsible for maintaining the public areas Clir Mills Clir Nottingham		Maintenance issues with the GreenBelt responsible for maintaining the public areas	Cllr Mills	Cllr Nottingham	
and play area on the Wysall Lane development. Clir Nottingham To be arranged if required				-	
Maintenance issues with other non-Parish Council owned open spaces - Storkit Lane St Mary's Church & Churchyard	St Mary's Church & Churchyard	Maintenance issues with other non-Parish Council owned open spaces - Storkit Lane	S Hotangham	10 00 anangou ii roquirou	
	ot mary 3 church & churchyard	Clark projetorona			
Clock maintenance Church wall repairs			OII- D	011. ****	
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Highways, New Developments & Planning	Section 106 and associated monies	Negotiations with Charnwood Borough Council, Leicestershire County Councillors, contractors and suppliers.	Cllr Nottingham	Cllr Beaumont	
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Section 106 and associated monies Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Councillors, Clic Negotiations with Charmwood Borough Council, Leicestershire County Counci		contractors and suppliers.			

Clerk's Responsibilities	Description	
Parish Finances	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.	
Council Meetings	Prepare the agenda and minutes for the meeting after consultation with the other Clirs.	
Communication	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.	
Correspondence	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.	
Cemetery	Allocate burial plots and ensure all necessary documentation is completed/recorded and stored.	
Training	Attend appropriate training courses.	
Risk Assessment	Ensure the Council's obligations are met.	