

Wymeswold Parish Council - Councillor Responsibilities June 2024

Councillors: Chair - Laura Mills, Vice Chair - Richard Higgins, Councillors - Ade Cooke, David Albert, Andrew Wright, David Nottingham, Janet Beaumont, Clerk - Cl

Item	Description	Person Responsible	Second Person Responsible
Parish Council			
Parish Council Finances	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		
Monthly & Annual Parish Council reports	1. Checking the Agenda and Minutes. Clerk's monthly submissions to 'The Link' and writing the Annual Parish Report	Cllr Mills	Cllr Higgins
Annual Audit Process (Internal and External)	1. Ensure that all paperwork is completed and filed	Clare Higgins	Cllr Higgins
Clerk's Appraisal	Annual review	Cllr Mills	Cllr Nottingham
Update Parish Noticeboard/Website	Ensure current Agenda and Minutes are posted in advance of Parish Council meetings and other relevant notices.	Clare Higgins	Cllr Mills
Representatives for other Committees	Memorial Hall Committee	Cllr Beaumont	Appoint when needed
	Joint Parish Council meetings	Appoint when needed	Appoint when needed
Village			
Remembrance Day Poppies and Silent Soldiers	To co-ordinate the siting of Poppies and Silent Soldiers around the village	Cllr Wright	Cllr Wright
Parish Council responsibility for management of certain village trees	Liaise direct with our tree warden on any issues relating to these trees	Cllr Cooke	Cllr Wright
Biodiversity, Environment, Landscaping and Mowing	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.		
Washdyke and Sports Field	Monthly Risk Assessment of the play areas	Cllr Mills	Cllr Nottingham
Sports Pavilion			
Sports Pavilion Hire/Maintenance	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 Albert	Cllr Wright	
Wymeswold Cemetery			
	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		
GreenBelt & Other Non-Parish Council owned open spaces			
	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
St Mary's Church & Churchyard			
	Clock maintenance	Cllr Beaumont	Cllr Mills
	Church wall repairs		
	Liaison with Church representatives/Committees and Parochial Church Council		
Highways, New Developments & Planning			
Section 106 and associated monies	Negotiations with Charnwood Borough Council, Leicestershire County Councillors, contractors and suppliers.	Cllr Nottingham	Cllr Beaumont

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 Cllrs.
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.