

Southoe & Midloe Parish Council - Councillors Responsibilities - December 2017		
<u>Councillor</u>	<u>Responsibility</u>	<u>Objectives</u>
Parish Clerk	Agenda	Issue agenda for monthly meetings
Ramune Mimiene	Minutes	Issue minutes following meetings
(RM)	Communications	Write letters/emails etc.. to outside bodies at the request of councillors
	Correspondence	Distribute incoming correspondence
	Planning	Distribute planning application details in a timely manner
	Finance	Act as Chief Finance Officer incl. year-end accounts, VAT return, bank reconciliation etc
	Clerks expenses	Issue expenses monthly
	Burial Matters	Responsibility for updating documents and main contact with undertakers
Chairman	Chairman	Chair monthly meetings
Alan Marnes	Minutes/Agenda	Oversee agenda points and monthly minutes
(AM)	Burial matters	Standby to oversee burial matters (with RM/DS)
	Ouse Valley Way	Represent at upcoming meeting and give regular updates on OVW
	Traffic, highways and road safety	Traffic/road issues. A1 safety issues (with DS)
	Member of the finance team	Oversee financial management and give budget updates, Jan, Apr, Jul, Oct (with ID)
	Cemetery & Burial Matters	Monitor and revise where necessary, the rules, regulations and fees for St Leonard's cemetery (with DS)
	Village Hall Committee	Represent the parish council at the village hall committee meetings (with SM)
	Bank signatory	Authorise cheques etc...
Vice Chairman	Vice-Chairman	Deputise for the Chairman when required
Dick Saw	Traffic, highways and road safety	Traffic/road issues. A1 safety issues (with DS)
(DS)	St Leonard's Church	Liaise with St Leonard's Church re: maintenance and appearance of the churchyard
	Cemetery & Burial Matters	Monitor and revise where necessary, the rules, regulations and fees for St Leonard's cemetery (with AM)
	Burial matters	Main contact along with RM to oversee burial matters (with RM/AM)
	Bank signatory	Authorise cheques etc...

Southoe Midloe Parish Council - List of Responsibilities - Updated December 2017

Ian Davies	Playground and Football pitch	Manage play facilities and football pitch
(ID)	Member of the finance team	Oversee financial management and give budget updates, Jan, Apr, Jul, Oct (with AM)
	Street Lighting	Manage lighting and electricity in the village incl. maint contract and electricity bills
	Grass and hedge cutting	Contracts and issues with grass and hedge cutting (with AK)
Sharon Mitchell	Dog Fouling and anti-social behaviour	Take action on dog fouling and anti-social issues
(SM)	Noticeboard	Update and tidy the village notice board on a monthly basis
	Village Hall Committee	Represent the parish council at the village hall committee meetings (with AM)
Andrew Kiley	Road maintenance (within Southoe/Midloe village)	Manage road maintenance issues within the parish and liaise with CCC/HDC where required
(AK)	Grass and hedge cutting	Contracts and issues with grass and hedge cutting (with ID)
	Website	Update website on a regular basis (with ID)
	Policy Documents	Review policy documents annually and suggest acceptance or amendments (June
	Bank signatory	Authorise cheques etc...
Sue Brierley	Tree Warden	Monitor and report on condition of trees within the parish
(SB)	Bank signatory	Authorise cheques etc...
	Boundaries, ditches, f'paths, grass and hedges	Monitor and report on the condition of all parish boundaries, ditches, footpaths and hedges
	Parish aesthetics	Monitor aesthetics of the parish environment. Recommend action where necessary
Rachael Horsman	Website	Update website on a regular basis
(RH)		