

Cold Higham Parish Council

Councillors' Responsibilities May 2020(2)

Heading	Responsibility	Detail	Principal	Assistant(s)	Remarks
Asset Register	Maintain the Asset Register for the Parish	<ul style="list-style-type: none"> • Ensure that all Parish assets are recorded in the Register. • Check on each asset at least annually, and report to the Council at least once a year. 	Cllr Slinn		
Cemetery	Lead councillor for matters relating to the PC's cemetery (other than grass cutting)	<ul style="list-style-type: none"> • Work with the Clerk to arrange any requests for burials, headstones, plaques. • Monitor the Rules and Regulations for Cemetery use, and bring them to Council at least once a year for approval. • Carry out all responsibilities detailed in the Rules and Regulations. • Monitor the PC's fees for the cemetery. 	Cllr Forster		
Dog Fouling	Lead the fight against dog fouling in the Parish	<ul style="list-style-type: none"> • Produce publicity materials and distribute appropriately around the parish. • Monitor the situation, and make proposals to the PC for further action. • Monitor any plans for dog litter bins the Council undertakes 	Cllr Kimbell		
Drains	Ensure proper maintenance of the drains in the parish	<ul style="list-style-type: none"> • Act as the point of contact for issues concerning drains. • Liaise with appropriate authorities over any necessary action. 	Cllr Hurford		

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Emergency Plan	Devising and maintaining a plan for likely emergencies	<ul style="list-style-type: none"> • Research what requirements there are for Emergency Plans for PCs. • Devise an appropriate plan for CHPC. • Keep this plan up to date, and report to Council, annually. 	Cllr Carter		
Engagement & Communication	Maintain suitable methods of engaging with local residents	<ul style="list-style-type: none"> • Use of and monitoring of appropriate social media platforms. • Research and propose any future additions or changes to the PC's communications. 	Cllr Attenborough	Cllr Everest Hayes	See also Web Site
Finance	Finance matters	<ul style="list-style-type: none"> • Prepare an annual budget and bring to Council. • Maintain the Council's Reserves Policy 	Cllr Carter	Cllr Everest Hayes	See also Internal Control
Governance Documentation	Maintain all governance documents for CHPC	<ul style="list-style-type: none"> • Monitor and keep up to date all governance documents. • Bring any changes to Council for approval. • Ensuring that all documents are formally approved by Council annually. 	Cllr Carter	Cllr Slinn	<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Grievance Procedure • Complaints Procedure

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Grass cutting And Villages Maintenance	Responsible for all grass and verge cutting within the parish.	<ul style="list-style-type: none"> • Recommend to CHPC which areas of the parish need cutting. • Arranging all grass and verge cutting when required, approving all invoices for the Clerk's action. • Arranging St Luke's churchyard cutting when appropriate. • Dealing with related issues, such as ivy on the Church wall. • Continually research the most cost effective way of ensuring the parish's requirements are met (including liaising with other councils and contractors) and making recommendations to Council. • Ensuring the appropriate budget for grass cutting is set each year. • Regularly monitoring the grass cutting work by contractors • Monitor the spending on grass/verge cutting. • Have responsibility for other maintenance areas not covered elsewhere (e.g. tree maintenance). 	Cllr Hurford	Cllr Forster	
Highways	Working with Clerk to maintain highways and footpaths	<ul style="list-style-type: none"> • Monitoring safety at all junctions in the parish, and liaising with appropriate authorities/agencies/individuals over clearing sightlines. • Monitoring the appropriate use and maintenance of all footpaths in the parish. • Dealing with any other matters associated with the roads and footpaths in the parish. 	Cllr Kimbell		

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Internal Control	Lead councillor for all the PC's internal control procedures	<ul style="list-style-type: none"> • Maintain the Council's Internal Control Policy, Systems and Checklist, and bring it to Council for approval at least annually. • Conduct the Internal Control checklist, carrying out all actions shown. 	Cllr Everest Hayes	Cllr Carter	
Insurance	Ensuring that CHPC insurances are appropriate and cost effective.	<ul style="list-style-type: none"> • Establishing what the Council's legal and moral liabilities are. • Obtaining appropriate quotations from insurers, and making recommendations to the Council. • Keeping the insurance portfolio under regular review, to ensure it meets changes in legislation and that it is cost effective. • Recommending to Council the budget for insurance each year. • Ensuring the Council formally approves its insurances at least annually. 	Cllr Slinn		
Litter Pick	Lead councillor for the annual litter pick	<ul style="list-style-type: none"> • Agree date of the spring litter pick with council. • Organise collection of appropriate equipment for volunteers. • Arrange collection of litter collected. 	Cllr Hurford		
Local Plan	Being the point of contact and lead for all matters concerning SNC's Local Plan	<ul style="list-style-type: none"> • Keeping up to date with developments concerning the Local Plan. • Drafting and proposing to Council its responses to SNC's consultations. • Organising appropriate public briefings/consultations. 	Cllr Carter		
Newsletter	Keep Cold Higham's presence in Around Pattishall (AP)	<ul style="list-style-type: none"> • Note copy dates for AP • Actively check with councillors and others what items of interest to Cold Higham should be included. • Write appropriate articles and submit to editor by copy dates. 	Chairman		

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Pathfinder Scheme	Act as liaison for the scheme	<ul style="list-style-type: none"> • Maintaining contact with relevant authorities over the proposals. • Liaising with affected parishioners, and keeping the PC informed of developments. 	Cllr Hurford		
Planning	Investigating all planning applications of relevance	<ul style="list-style-type: none"> • Monitoring the SNC web site for planning applications within, or which might affect, the Parish. • Checking on all such applications, liaising with affected residents, and making recommendations to the Council about its response. 	Cllr Slinn	Cllr Attenborough	Two councillors to cover for leave etc
Risk Assessment	Working with the clerk to maintain and update the Council's Risk Assessment	<ul style="list-style-type: none"> • Write a risk assessment for the parish. • Monitor local and wider developments to become aware of any additional risks the Council might face. • Ensure the Assessment is updated at least annually and report this to Council. 	Cllr Carter	Cllr Everest Hayes	
Staff	Liaison with all staff members (i.e. the Clerk)	<ul style="list-style-type: none"> • Responsible for writing and agreeing with the PC and staff all staff contracts of employment. • Responsible for arranging appropriate staff annual appraisals. • Responsible for recommending to the PC annual salary and/or pension changes for all staff, bearing in mind legislation and recommendations from NCALC. • Ensuring the appropriate budget is set each year. 	Chairman		
Street Lighting	Maintaining adequate street lighting throughout the parish area	<ul style="list-style-type: none"> • Monitoring damaged/inoperative street lights, and liaising, through the Clerk, with lighting companies. • 	Cllr Carter		

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Street Light Replacement programme	Manage the PC's plans to upgrade the street lights within the parish	<ul style="list-style-type: none"> • Complete the replacement programme when appropriate. • Liaising with principal councils over the funding grant. 	Cllr Carter	Cllr Attenborough	
Telephone Kiosks	Maintain kiosks in Cold Higham and Grimscote	<ul style="list-style-type: none"> • Take active ownership of both kiosks, ensuring they are kept clean and tidy. • Remove outdated material regularly. • Ensure Council meeting Agendas are displayed at least 3 days before meetings. • Research and develop practical uses for the kiosks. 	Cllr Hurford	Cllr Forster	
Village Hall	Representing the PC on the Hall Committee	<ul style="list-style-type: none"> • Represent the PC on the Village Hall Committee. • Keep both organisations up to date with relevant activities of the other. • Work with the Hall Committee to generate more support within the parish. 	Cllr Attenborough		
War Memorial	Repair, maintenance, research	<ul style="list-style-type: none"> • Ensure the Memorial has regular inspections for safety and security. • Liaise with St Luke's Church and other church authorities over any maintenance work that is necessary. • Recommend to the PC any expenditure for maintenance from the funds allocated within the CHPC budget. • Maintain a regular information display in the Village Hall to keep parishioners informed about the Memorial and those named, and associated information. * • Arrange a suitable Parish Remembrance Service each November. 	Cllr Carter		*Increasing the understanding of parishioners of the part played in the World Wars by former residents is a condition of the Grant to repair the War Memorial in 2015.

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Web site	Maintenance of site	<ul style="list-style-type: none"> • Liaise with 2commune over the hosting and maintenance of the site, including options for future innovations and improvements. • Keep the site up to date with news and events of interest to the Parish. • Ensure that the site fulfils all legal requirements laid down by the Transparency Code and other legislation. • Ensure that an adequate budget is set each year for the site, and monitor its spend. • Where appropriate obtain financial grants for the site maintenance and improvement. 	Cllr Carter		

Notes:

1. Councillors cannot act independently. Contracts can only be signed by the Clerk, after the authority of the Council has been obtained.
2. Actions between meetings should be circulated by email to all Councillors and the Clerk.
3. Where a councillor discovers an issue within the parish he/she is to bring it to the attention of the relevant portfolio holder, keeping the Clerk and Chairman informed.
4. A councillor with a given responsibility is encouraged to recruit helpers (e.g. in other villages from their own) to assist them in maintaining vigilance and carrying out actions.