

ROLE	WORK AREAS	RESPONSIBILITIES
All	General	Assist the Council to achieve its aims by providing the information necessary for making effective decisions and by facilitating the constructive implementation of those decisions.
All	General	Take the lead and initiative for work arising within the individual Councillor's areas of responsibility, and communicate / consult with colleagues as needed.
All	General	Contribute effectively to the work being led by other Councillors such that the quality of the outcome of any such work is maximised.
All	General	Maintain appropriate documentation and filing for the individual Councillor's specific area of responsibility.
All	General	Attend all Council meetings. (Subject to any exceptional circumstances).
All	General	Attend external meetings on behalf of the Council as required.
All	General	Respond to requests for information / opinions from other Councillors within the agreed timeframe.
All	General	Ensure the personal knowledge required for the effective participation in the affairs of the Council.
All	General	Attend training courses or seminars on the work and role of the Council as required.
All	Planning	Act as the lead Councillor when nominated by the Chair to review Planning Applications and provide information/opinion to other Councillors for their feedback.
Chairperson	Banking	Authorise all bank payments as second signatory.
Chairperson	Communications	Act as the focal point for Council external relations by dealing with correspondence / meetings which involve the parish as a whole, Wiltshire Council and other parish council Chairs.
Chairperson	Meetings	Agree a schedule of meetings with Councillors and arrange meeting venue bookings as needed.
Chairperson	Meetings	Chair all Council meetings to ensure the agenda is fully covered and all contributions are fully considered.
Chairperson	Meetings	Finalise and sign Council meeting minutes and arrange appropriate publication / distribution.
Chairperson	Planning	Nominate a Councillor to take the lead on a new Planning Application based upon their location/local knowledge.
Chairperson	Planning	Collate Councillor responses and draft a response to Wiltshire Council regarding the Planning Application.
Chairperson	Planning	Circulate draft response to other Councillors to obtain their agreement.
Chairperson	Planning	Submit the agreed SPC response to the Planning Application via the Wiltshire Council Planning Portal.
Chairperson	Policies	Administer the Council in accordance with latest guidelines, rules and regulations and advise Councillors of changes in those guidelines, rules and regulations as they arise.
Chairperson	Policies	Advise the Council on, and assist in the formation of, overall policies and procedures to be followed to comply with Wiltshire Council or UK Government requirements.
Chairperson	Policies	Ensure that statutory and other provisions affecting the running of the Council are observed.
Chairperson	Policies	Ensure that all Councillors are aware of, and fully implement, the working practices of the Council .
Treasurer	Accounts	Record all financial transactions and keep accounts in an easily communicated format whilst meeting all audit guidelines.
Treasurer	Accounts	Prepare the annual accounts for website publication.
Treasurer	Accounts	Prepare the Annual Governance and Accountability Return (AGAR).
Treasurer	Accounts	Liaise with the auditor to finalise all financial year-end documentation.
Treasurer	Banking	Prepare cheques / transfers for agreed payments and act as first signatory.
Treasurer	Banking	Monitor the bank accounts to ensure that funds are available for payments and that interest is maximised where possible .
Treasurer	Banking	Manage the online set-up of the accounts to enable efficient processing and effective monitoring of transactions.
Treasurer	Budgeting	Prepare the annual budget and propose the next year's precept for agreement by the Council.
Treasurer	Budgeting	Obtain the Council's agreement to the next year's precept and submit to Wiltshire Council for approval.
Treasurer	Budgeting	Monitor expenditure against the budget and update the Council at each meeting.
Treasurer	Policies	Administer the Council's accounts and financial procedures in accordance with latest guidelines, rules and regulations and advise Councillors of changes as they arise.
Treasurer	Policies	Advise the Council on, and assist in the formation of, overall financial policies and procedures to be followed to comply with Wiltshire Council requirements.

ROLE	WORK AREAS	RESPONSIBILITIES
Forest Liaison	Forest Liaison	Liaise with Forestry England and pass on updates to the Parish Council.
IT	IT	Liaising with the website hosting service regarding any changes to the website structure or functionality, Councillor email addresses and billing.
IT	IT	Keep appropriate back-ups of files and information as required.
IT	IT	Take reasonable steps to adapt the website to changing requirements.
IT	IT	Administer changes to Council email addresses if required.
Infrastructure	Insurance	Review and coordinate council insurance policies.
Infrastructure	Services	Monitor the condition of the Council's physical assets and bring any concerns to the attention of the Council.
Infrastructure	Services	Oversee the implementation of any physical installation / construction / maintenance / repair work.
Infrastructure	Services	Liaise with contractors / service providers to communicate requirements and obtain quotations.
Infrastructure	Services	Confirm to the Council that services have been provided in line with requirements and recommend for payment.
Infrastructure	Services	Represent the Council in discussions regarding potential changes to infrastructure within the parish.
Infrastructure	Services	Communicate with other councils to benefit wherever possible from their contractors, pricing, knowledge etc.
Secretary/Admin	Admin	Keep a register of electors, and update it as notified by Wiltshire Council.
Secretary/Admin	IT	Publish Agendas and Minutes of all Council meetings on the website.
Secretary/Admin	IT	Publish Policies and Procedures to the Parish website, ensure they are reviewed each year and updated copies uploaded to the website.
Secretary/Admin	IT	Add news, notices etc to the Parish website as appropriate, and remove them when out of date.
Secretary/Admin	Meetings	Prepare draft agendas for all Council meetings and circulate for Councillor agreement / suggestions with appropriate notice.
Secretary/Admin	Meetings	Prepare draft minutes, including specific action responsibilities, for all Council meetings and circulate for Councillor agreement within agreed timeframes.
Secretary/Admin	Planning	Keep a log of planning applications received and the Council's response to them, reporting to council meetings on their status.