

ROLE	WORK AREAS	RESPONSIBILITIES
All	General	a 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	b 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	c 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	d Maintain appropriate documentation and filing for the individual Councillor's specific area of responsibility
All	General	e Attend all Council meetings.(subject to any exceptional circumstances)
All	General	f Attend external meetings on behalf of the Council as required
All	General	g Respond to requests for information / opinions from other Councillors within the agreed timeframe
All	General	h Ensure the personal knowledge required for the effective participation in the affairs of the Council
All	General	i Attend training courses or seminars on the work and role of the Council as required
Chairperson	Banking	a Authorise all bank payments as second signatory.
Chairperson	Communications	b 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	c Agree a schedule of meetings with Councillors and arrange meeting venue bookings as needed.
Chairperson	Meetings	d Chair all Council meetings to ensure the agenda is fully covered and all contributions are fully considered.
Chairperson	Meetings	e Finalise and sign Council meeting minutes and arrange appropriate publication / distribution.
Chairperson	Policies	f 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	g Advise the Council on, and assist in the formation of, overall policies and procedures to be followed to comply with Wiltshire Council requirements.
Chairperson	Policies	h Ensure that statutory and other provisions affecting the running of the Council are observed.
Chairperson	Policies	i Ensure that all Councillors are aware of, and fully implement, the working practices of the Council .
Treasurer	Accounts	a Record all financial transactions and keep accounts in an easily communicated format whilst meeting all audit guidelines.
Treasurer	Accounts	b Prepare the annual accounts for website publication.
Treasurer	Accounts	c Prepare the Annual Governance and Accountability Return (AGAR).
Treasurer	Accounts	d Liaise with the auditor to finalise all financial year-end documentation.
Treasurer	Banking	e Prepare cheques / transfers for agreed payments and act as first signatory.
Treasurer	Banking	f Monitor the bank accounts to ensure that funds are available for payments and that interest is maximised where possible .
Treasurer	Banking	g Manage the online set-up of the accounts to enable efficient processing and effective monitoring of transactions.
Treasurer	Budgeting	h Prepare the annual budget and propose the next year's precept for agreement by the Council.
Treasurer	Budgeting	i Obtain the Council's agreement to the next year's precept and submit to Wiltshire Council for approval.
Treasurer	Budgeting	j Monitor expenditure against the budget and update the Council at each meeting.
Treasurer	Policies	k 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	l Advise the Council on, and assist in the formation of, overall financial policies and procedures to be followed to comply with Wiltshire Council requirements.
Treasurer	Communications	m Liaise with Forestry England and pass on updates to the Parish Council.
Planning	Planning	a Collect opinions / advice from Council colleagues regarding received planning applications.
Planning	Planning	b Draft replies to Wiltshire Council regarding planning applications and obtain Council colleague agreement.
Planning	Planning	c Submit Council responses for planning applications to Wiltshire Council.
Planning	Planning	d Keep a log of planning applications received and the Council's response to them, reporting to council meetings on their status.
IT	IT	a Liaising with TEEC Ltd over hosting the website and Council emails.
IT	IT	b Keep appropriate back-ups of files and information as required.
IT	IT	c Take reasonable steps to adapt the website to changing requirements.
IT	IT	d Administer changes to Council email addresses if required.
Infrastructure	Services	a Monitor the condition of the Council's physical assets and bring any concerns to the attention of the Council.
Infrastructure	Services	b Oversee the implementation of any physical installation / construction / maintenance / repair work.
Infrastructure	Services	c Liaise with contractors / service providers to communicate requirements and obtain quotations.
Infrastructure	Services	d Confirm to the Council that services have been provided in line with requirements and recommend for payment.
Infrastructure	Services	e Represent the Council in discussions regarding potential changes to infrastructure within the parish.
Infrastructure	Services	f Communicate with other councils to benefit wherever possible from their contractors, pricing, knowledge etc.
Infrastructure	Insurance	g To review and coordinate council insurance policies.
Secretary/Admin	Meetings	a Prepare draft agendas for all Council meetings and circulate for Councillor agreement / suggestions with appropriate notice.
Secretary/Admin	Meetings	d Prepare draft minutes, including specific action responsibilities, for all Council meetings and circulate for Councillor agreement within agreed timeframes.
Secretary/Admin	IT	b Publish Agendas and Minutes of all Council meetings on the website.
Secretary/Admin	IT	c Ensure Policies and Procedures published on the website are complete and up-to-date.
Secretary/Admin	IT	d To add news, notices etc to the Parish website as appropriate, and remove them when out of date.
Secretary/Admin	Admin	e To keep a register of electors, and to update it as notified by Wiltshire Council.