

Savernake Parish Council - Councillor Responsibilities

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