

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	a 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	a Agree a schedule of meetings with Councillors and arrange meeting venue bookings as needed
Chairperson	Meetings	b Prepare draft agendas for all Council meetings and circulate for Councillor agreement / suggestions with appropriate notice
Chairperson	Meetings	c Chair all Council meetings to ensure the agenda is fully covered and all contributions are fully considered
Chairperson	Meetings	d Prepare draft minutes, including specific action responsibilities, for all Council meetings and circulate for Councillor agreement within agreed timeframes
Chairperson	Meetings	e Finalise and sign Council meeting minutes and arrange appropriate publication / distribution
Chairperson	Policies	a 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	b 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	c Ensure that statutory and other provisions affecting the running of the Council are observed
Chairperson	Policies	d 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	a Prepare cheques / transfers for agreed payments and act as first signatory
Treasurer	Banking	b Monitor the bank accounts to ensure that funds are available for payments and that interest is maximised where possible
Treasurer	Banking	c Manage the online set-up of the accounts to enable efficient processing and effective monitoring of transactions
Treasurer	Budgeting	a Prepare the annual budget and propose the next year's precept for agreement by the Council
Treasurer	Budgeting	b Obtain the Council's agreement to the next year's precept and submit to Wiltshire Council for approval
Treasurer	Budgeting	c Monitor expenditure against the budget and update the Council at each meeting
Treasurer	Policies	a 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	b Advise the Council on, and assist in the formation of, overall financial policies and procedures to be followed to comply with Wiltshire Council requirements
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 Communicate the business of the Council, and information of general interest regarding the parish, through the website
IT	IT	b Publish Agendas and Minutes of all Council meetings on the website
IT	IT	c Keep Policies and Procedures published on the website complete and up-to-date
IT	IT	d Keep appropriate back-ups of files and information as required
IT	IT	e Take reasonable steps to adapt the website to changing requirements
IT	IT	f 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