

WENTWORTH PARISH COUNCIL

ROLES AND RESPONSIBILITIES OF ELECTED PARISH COUNCILLORS 2024-2025

Area of Responsibility	Lead Councillor	Deputy Councillor(s)	Roles and Responsibilities
War memorial & Remembrance Service	Councillor Sykes	Councillor Crawford & Councillor Hawley	Ensuring that the memorial and grounds are ready for the Remembrance Service. Liaising with all stakeholders to ensure that the remembrance service is carried out satisfactorily. Implementing the publication of the service programme, and that audio equipment and seating arrangements are in place.
Financial Matters, including bank Payments	Councillor Peace	Councillor Crawford Councillor McNamara Councillor Hawley	Carry out a review of procurement policies. Supervision of timely completion of Annual Return and Governance Statement. Completion of yearly councillor review of the financial documents ensuring the current processes are suitable. Ensuring that the correct provision of the exercise public rights has been made. Supervision of the annual budget process. Set out WPC's standing orders for procurement. Making payments on the BACS system when payments have been authorised.
Publicity/Web site	Councillor Hawley	Councillor McNamara & Councillor Shaw	All publicity including the WEB site for the Parish Council to be driven and dealt with by the publicity team. Carrying out the planning and printing of the Parish Newsletter. Dealing with the various WhatsApp groups and local press. Review the parish council's website and upgrade, as necessary. Liaise with appropriate IT consultants or persons with IT skills to achieve and implement the new website.
Traffic & Visitor Strategy	Councillor Peace	Councillor Knight Councillor Hawley	Implementation of the Traffic and Visitor Survey Report. In conjunction with the publicity team ensure the report is published and distributed as required. Set up the Traffic and Tourist Group and organise the meetings and implementation of the strategy and be available as the lead parish council's representatives on the Traffic and Tourist Group. Liaise with RMBC.
Harley Pavilion	Councillor Sykes	Councillor Crawford	To plan the hire of the pavilion and collect hire charges and instigate grants as appropriate. Inspection of building and ensure that all facilities are available and useable. Ensure that current certification is in place and maintained <i>i.e.</i> , <i>Annual Fire Risk Assessment and testing of fire equipment (Fire extinguishers, Smoke Alarms, and Fire Klaxon, Annual Asbestos Plan, 5yr Electrical testing, Annual PAT testing.</i>
Wentworth Pavilion	Councillor McNamara	Councillor Hawley	Carry out a strategy and forward planning document for the pavilion. Ensure the building meets the current and legal requirements. Liaise with users on future planning. Inspection of building and ensure that all facilities are available and useable. Ensure that current certification is in place and maintained <i>i.e.</i> , <i>Annual Fire Risk Assessment and testing of fire equipment (Fire extinguishers, Smoke Alarms, and Fire Klaxon, Annual Asbestos Plan, 5yr Electrical testing, Annual PAT testing.</i>
Paths, Bridleways & Benches.	Councillor Booth	Councillor Knight	Liaise with RMBC on paths and bridle ways in the parish. Ensure that they are up to the required standard. Produce a current plan/map of them within the parish boundary. Ensure footpath signage is in place. Carry out a review of the Parish Councils benches within the Parish, and prepare a current map/plan (using What Three Words) and a plan of action. The benches also are to be tagged with a specific I.D number which should tally up with the location map/plan.
Harley Playground	Councillor Annetts	Councillor Booth Councillor Crawford	Carry out a strategy and long-term plan for the playground and ensure that it meets current legislation. Councillor Annetts or Councillor Booth – Are to undertake a monthly inspection of the play equipment. Councillor McNamara to deal with the Health and Safety aspects of the equipment.

Area of Responsibility	Lead Councillor	Deputy Councillor(s)	Roles and Responsibilities
Williston Gift	Councillor McNamara	Councillor Hawley	Carry out regular inspections of premises. Ensure that the annual Landlords Gas certification is in place, and the 5yr Electrical testing, including installed smoke alarms. Ensure that repairs are carried out to an acceptable standard. Prepare a forward plan for the improvement of the properties. Employ approved repair and construction companies in accordance with the councils' standing orders.
Grounds Maintenance	Councillor Booth	Councillor McNamara	Prepare specification documents for the grounds' maintenance contract. Invite 3 approved contractors to submit tenders for the work and report to the parish council on the selection of the winning bid for approval. Carry out regular Inspections of the work carried and deal with any problems.
WPC's list of approved contractors	Councillor Peace	Councillor Knight Councillor McNamara	Carry out a review of the WPC's standing orders and amend as required and seek council approval for amendments. Produce a list of approved contractors to carry out work on behalf of Williston Gift and WPC. Update the list as appropriate. Liaise with Councillor McNamara in conjunction with H&S legislation. Vet all new contractors and provide a yearly report to WPC on the contractor's performance.
Defibrillators	Councillor Annetts	Councillor Sykes	Defibrillators, both at 'Street' and Harley are to be checked monthly, to ensure that they are fully functional. Once they have been checked, the findings will be uploaded onto the 'Circuit.' (The National Defibrillator Network). Order any spares such as 'Pads 'etc to replenish the Defibrillator units.
Grit/Salt Bins & Contents	Councillor Knight	Councillor Booth	Ensure that the grit/salt bins owned by the Parish Council are maintained, and are in a serviceable condition. Also, ensure that grit/salt has been ordered prior to the winter months. Ensure that the grit/salt bins have adequate contents. During the winter months.
Football & Cricket Annual Agreements	Councillor Knight	Councillor Booth Councillor McNamara	Review the agreements annually for both the Football club and Cricket club for the use the playing fields, including the facilities at both Wentworth & Harley. Once the documents have been reviewed, they must be discussed at the Parish Council for approval, following approval then re-issue to the clubs.

Notes:

1. The Chairman is to have an overview role of all areas of responsibilities.
2. Councillors to report on their areas of responsibility at the Parish Council Meeting
3. Where a lead councillor is not available at the parish council meeting then the deputy councillor is to report to the meeting
4. The Chairman and Vice-Chair to carry out regular one to one meeting with lead councillors and deputies.