

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 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, setting up the exhibition, including organising the refreshments with the WVCA in the Mechanics Hall, and that audio equipment and seating arrangements are in place. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Financial Matters, including bank Payments & Insurance	Councillor Peace	Councillor McNamara	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. Making payments on the BACS system when payments have been authorised. Obtained the best Insurance quotations and discuss at the Appropriate Parish Council meeting. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Publicity/Web site/WhatsApp	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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Wentworth Notice Board	Councillor Peace	Councillor Hawley	Responsible for displaying the Parish Council minutes and other relevant documents on the notice boards within the parish. Also, the inspect the structural condition of the notice boards and report back to the WPC. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Harley Notice Board	Councillor Knight	Councillor Shaw	Responsible for displaying the Parish Council minutes and other relevant documents on the notice boards within the parish. Also, the structural condition of the notice board. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Policies & Risk Assessment	Councillor McNamara	Councillor Peace	Compile new policies that maybe required and review existing policies annually and, the Parish Councils Risk Assessments. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Traffic & Visitor Strategy	Councillor Peace	Councillor Knight	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 Departments. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Community Engagement	Councillor Hawley	Councillor Martin	The aim of the strategy is to improve the way in which the Council consults and engages its residents and partners by: Informing, consulting, and involving. Ensuring views are listened to and taken into account when making decisions on issues that enhance and improve services and affect the quality of life for residents. Undertake 'walk rounds' within the Parish at regular intervals, hold

			surgeries at regular intervals. Councillors are to update the Parish Councillors Plan in regards to their responsibilities.
Parish Council Newsletter	Councillor Martin	Councillor Hawley	Compile Quarterly Parish Council Newsletters. Bring newsletters to the Parish Council for approval before posting on the Parish Councils media. Councillors are to update the Parish Councillors Plan in regards to their responsibilities.
Harley Pavilion	Councillor Sykes	Councillor Hill	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> Councillors are to update the Parish Councillors Plan in regards to their responsibilities
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> Councillors are to update the Parish Councillors Plan in regards to their responsibilities
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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Harley Playground	Councillor Hill	Councillor Sykes	Carry out a strategy and long-term plan for the playground and ensure that it meets current legislation. Cllr Hill & Cllr Sykes are to carryout monthly inspections of the play equipment to ensure that they are fit for purpose. Councillor McNamara is to deal with the Health and Safety aspects of the equipment. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Williston Gift	Councillor Peace	Councillor McNamara	Carry out annual 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. Engage WPC approved construction companies for any repairs in accordance with the councils' standing orders. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Safeguarding Children, Young people, and Vulnerable Adults	Councillor Hawley	Councillor Martin	The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and RMBC to ensure compliance with changing laws and guidelines in relation to safeguarding. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Grounds Maintenance	Councillor McNamara	Councillor Booth	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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities

WPC's list of approved contractors	Councillor Peace	Councillor Knight	Carry out a review of the WPC's standing orders, including procurement of contractors, and amend as required and seek council approval for amendments. Produce a list of approved contractors to carry out work on behalf of the WPC. Update the list as appropriate. Liaise with Councillor McNamara in conjunction with H&S legislation. Provide an annual report to WPC on the contractor's performance.
Harley Defibrillator	Councillor Hill	Councillor Knight	Defibrillator, at Harley is 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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Street Defibrillator	Councillor Martin	Councillor Peace	Defibrillator at 'Street' is 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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Grit/Salt Bins & Contents	Councillor Knight	Councillor Hill	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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Football & Cricket Annual Agreements	Councillor Knight	Councillor Booth	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. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
New Initiatives	Councillor Sykes	Councillor Shaw	To bring to the Parish Council any initiatives that may benefit the Parishioners, and that of the Parish Council. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Bus Shelters x 2 Harley	Councillor Knight	Councillor Hill	Undertake quarterly condition inspections of the timber bus shelters at Harley (Sheffield Road), to ensure that they are in a good state of repair, including checking for any graffiti. Report back the Parish Council of any issues. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Bus Shelters x 2 Barrowfield & Nether Hough.	Councillor Martin	Councillor Hawley	Undertake quarterly condition inspections of the timber bus shelters at Barrowfield and at Nether Hough, to ensure that they are in a good state of repair, including checking for any graffiti. Report back the Parish Council of any issues. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Parish Councillors Plan	Councillor Peace	Councillor McNamara	Ensure that the Parish Councillors Plan is maintained and up to date. Councillors are to update the Parish Councillors Plan in regards to their responsibilities
Community Skips	Councillor Hawley (Wentworth)	Councillor Knight (Harley)	Arrange with the clerk dates and times for the community skips for Wentworth & Harley. Arrange for the skip posters and the advertising of the skips. Councillors are to update the Parish Councillors Plan in regards to their responsibilities