

WENTWORTH PARISH COUNCIL

ROLES AND RESPONSIBILITIES OF ELECTED PARISH COUNCILLORS 2025-2026

	Area of Responsibility	Lead Councillor(s)	Deputy Councillor(s)	Roles and 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.
	Traffic Strategy	Councillor Peace	Councillor Annetts	Organise the Traffic Group and organise the meetings and the implementation of the strategy including being available as the lead Parish Council's representatives on the Traffic Strategy Group. Liaise with RMBC and other services e.g. Police Departments.
	Parish Councillors Plan	Councillor Peace	Councillor Annetts	Ensure that the Parish Councillors Plan is maintained and up to date prior to each Parish Council meeting.
	Wentworth Notice Board	Councillor Peace	Councillor Annetts	Responsible for displaying the Parish Council Agendas & minutes and other relevant documents on the notice boards within the parish. Also, to inspect the structural condition of the notice boards and report back to the WPC. Take a photo and then email The Parish Council Clerk when the minutes etc have been displayed.
	WhatsApp & Facebook	Councillor Annetts	Councillor Knight	Dealing with the various WhatsApp & Facebook groups. Please note that Parish Councillors are NOT to respond to any posts on Facebook or WhatsApp from members of the public. Cllr Annetts is the only person to do so, with the authorisation of either the Chair or Vice Chair or the Clerk of the Parish Council. Note: Cllr Knight is not on Facebook but will assist with the WhatsApp side.
	Harley Playground Equipment Inspections -RMBC	Councillor Annetts	Councillor Hill	RMBC undertake the monthly and quarterly safety inspections of the play equipment/ Following on for their reports Cllr Annetts & Cllr Hill are to carryout out a strategy and long-term plan for the playground equipment and ensure that it meets current legislation. A copy of the any Inspections must be sent to the Clerk of the Parish Council
	Parish Council Newsletter	Councillor Annetts	Councillor Knight	Compile a Parish Council Newsletter. Bring the draft newsletter to the Parish Council for approval before printing and posting onto the Parish Councils media. Publicity for the Parish Council is to be driven and dealt with by the publicity team. Carrying out the planning and printing of the Parish Newsletter.
	Defibrillator at "Street" Inspections	Councillor Annetts	Councillor Martin	The Defibrillator at "Street" is to be checked monthly, to ensure that it is fully functional. Once it has been checked, the findings will be uploaded onto the 'Circuit.' (The National Defibrillator Network). Contact the Clerk to order any spares such as 'Pads' etc to replenish the Defibrillator units. Following any inspections an Email is to be sent to the Parish Council Clerk that the Inspections has been undertaken.

Parish Councillors are to update the Parish Councillors Plan at monthly intervals with regards to their specific responsibilities.

	War memorial & Remembrance Service	Councillor Sykes	Councillor Shaw	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.
	Harley Pavilion	Councillor Sykes	Councillor Knight	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>
	Policies & Risk Assessment	Councillor McNamara	Cllr Peace	Review the current policies and Risk Assessments annually and compile any new policies that maybe required by the Parish Council.
	WEB Site	Councillor McNamara	Councillor Annetts	The WEB site for the Parish Council is to be kept up date and that information is correct before uploading information. The Parish Council website acts as a crucial communication and information hub for the local community. It serves as a platform for the council to share information about its activities, decisions, and services, while also providing a means for residents to access important documents, contact details, and engage with their local representatives. The website also helps the council fulfil its legal obligations and promotes transparency and accountability.
	Wentworth Pavilion	Councillor McNamara	Councillor Martin	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 inspection of fire equipment (Fire extinguishers, Fire Klaxon etc, 5yr Electrical testing, and Annual PAT testing.</i>
	Grounds Maintenance	Councillor Booth	Councillor Martin	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 Booth	Councillor Knight	Carry out an annual 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.
	Cricket Annual Agreements	Councillor Booth	Councillor Knight	Review the agreements annually for the Cricket club for the use the playing fields at Wentworth. Once the documents have been reviewed, they must be discussed at the Parish Council for approval, following approval then re-issue to the cricket club.
	Bench Inspections	Councillor Booth	Councillor Martin	Carry out an annual 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.

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	Planning Issues	Councillor Booth	Councillor McNamara	To take the lead on any planning applications and process as statutory consultees and advise the PC. The PC are not decision-makers, but have the responsibility to review and comment on applications affecting the parish. Comments, based on "material considerations", are then considered by the relevant planning authority when making a final decision.
	Harley Defibrillator Inspections	Councillor Hill	Councillor Sykes	The Defibrillator at Harley is to be checked monthly, to ensure that it is fully functional. Once it has been checked, the findings will be uploaded onto the 'Circuit.' (The National Defibrillator Network). Contact the Clerk to order any spares such as 'Pads' etc to replenish the Defibrillator units. Following any inspections an Email is to be sent to the Parish Council Clerk that the Inspections have been undertaken.
	Paths & Bridleways Inspections	Councillor Hill	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.
	Harley Notice Board	Councillor Knight	Councillor Sykes & Parish Council Clerk	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. Take a photo and then email to the Parish Council Clerk when the minutes etc have been displayed.
	Bus Shelter Inspections 2 @ Harley 1 @ Wentworth 1 @ Nether Hough	Councillor Knight	Councillor Martin	Undertake QUARTERLY condition inspections of the timber bus shelters at Harley (Sheffield Road), Barrowfield and Nether Hough to ensure that they are in a good state of repair, including checking for any graffiti. Inspection reports to be sent to the Clerk of the Parish Council of any issues.
	Safeguarding Children, Young people, and Vulnerable Adults	Councillor Martin	Councillor Shaw	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.
	Grit/Salt Bins & Contents	Councillor Martin	Councillor Hill	Ensure that the grit/salt bins that are 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.
	Charity Applications	Councillor Shaw	Councillor McNamara	Compile funding request letters to various charity's when the PC are applying for any type of funding. Application letters are then to be sent the Cllr McNamara and raised at a Parish Council Meeting for approval.

Boxes identified in "GREEN" have been agreed with the Parish Councillors

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Final Draft 2025-2026

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