

UFFINGTON PARISH COUNCIL – COUNCILLOR RESPONSIBILITIES 2021/22

See end for short version for website

	Key Tasks and responsibilities	Who (Responsible)		Clerk	Comments
		Generic	Current	Input/Support	
External					(Services Offered' from website and 'visible' to public was starting point for these)
Planning applications	Consultation with applicants Draft PC responses to applications	Chair	Mike	Secretary Submission	
Jubilee Field (See Jubilee Field Trust below)	Monitor play equipment (monthly inspections) Maintain play equipment	Member X 2	Fenella Graham		Includes MUGA Fenella completes monthly inspection & Graham & others support with maintenance and Spring/Autumn tidy Trees: All trees owned by PC – including Craven Common and Burial Ground.
	Monitor and maintain seating	Member	Fenella		
	Monitor and maintain trees (and others in village)	Member	Simon		
	Monitor and maintain pond	Member	Simon		
	Organise spring and autumn tidies	Member	Graham		
	Manage Projects	Member(s)			
Old Schoolroom	Maintain building Secure funding Regular Checks	Chair	Mike		Key Council asset so Chair directly Member, ideally a UMT Trustee. Various checks to complement those done by curator As for other projects (see below)
	Manage projects	Member	Nigel		
		Member			
Village Appearance	Monitor need Identify tasks	Member	Mike		Generally coordinated by Chair through PC meetings with input from all councillors

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		Generic	Current	Input/Support	
	Implement tasks	Volunteer(s)			PROW – Advice from Dave Cavanagh Reporting via FixMyStreet 'Member' may vary for each area Potential use of volunteers to assist in all areas
	Liaison with 'Barmy Army'		Simon		
	Trees	Member	Simon		
	Footpaths / Bridleways	Member	Mike		
	Roads (visibility/verges/hedge)	Member(s)	All		
	Hedges – Jubilee Field	Member	Simon		
	Vale Deep Clean/litter pick	Member	Mike		
Flooding	Monitor water courses Coordinate any action Necessary Maintain Flooding 'Diary'	Member	Simon	Update diary	Combined with Village Upkeep Diary on website records actual incidents
Allotments	Maintain register and collect fees Chair Allotment Society	Clerk Member or Member	Julia Nigel	Administrator & Treasurer	Nigel is Vice Chair of Uffington Allotments Society (needs to be a PC Allotment holder if possible. Barry Godsell is Chair.
Burial Ground	Maintain register Maintain ground Empty brown bin	Member	Graham Simon	Maintain plan &Collect Fees	Maintenance via volunteer working party and Village Upkeep route if necessary. Move bin to collection point
War Memorial	Maintain	Member	Fenella		NB: Vicar / PCC interest

Internal					
Chairman	Agree Meeting Agenda Chair meetings Review minutes Line manager of clerk	Chair	Mike	Secretary	Chair is appointed/confirmed by members Clerk to draft agenda and minutes Includes monthly meetings, Annual Assembly and AGM
Vice Chair	Deputise for Chair in absence	Member	Simon		Vice-chair is appointed by members at AGM
Member for Finance	Internal finance checks	Member	Nigel	Clerk is RFO	Appointed by members at AGM (Checks simplified by use of Alpha accounts package, mainly bank balance checks)
Members	Prepare for meetings Attend meetings Contribute to meetings	Members	All		
Jubilee Field Trust	Chair Trust AGM 'item' Review minutes	Member	Mike	Secretary	Trustee (PC) has delegated management to the PC. JFT AGM (as part of Annual Assembly or AGM)
Chair, Uffington Museum Trust	Chair meetings Agree Meeting Agenda Review minutes Oversee of the day-to-day running of TBSM PC members Non-PC Members	Member of UMT, appointed at AGM 4 x Members Friends Museum mentor	Karen Pilcher Simon Graham Fenella Nigel Jo Coad Steve Nowell Carol Anderson	Secretary Treasurer	Karen Pilcher is currently Chair and Curator Note: not necessarily a councillor Julia Treasurer wef Apr 21 and account on Alpha Clerk to draft agenda and minutes Minimum of 4 PC members up to 3 others comprise Trust Includes/in attendance: Oxford museum rep is current mentor (Carole Anderson)
Projects	Identify/confirm requirement Propose & cost options Obtain funding Liaison with Suppliers Manage delivery	Member(s)	Various Clerk	Liaison with VWHDC and other sources over finance Quotes and place orders	Funding routes vary by project Clerk involved especially with S106 and CIL

Village Hall liaison	Represent PC at THMH Meetings Report back to PC meeting	Member	Fenella		
Neighbourhood Plan	Attend ONPA meetings	Member	Simon, Mike		Uses remaining NP funding for membership
Quarterly asset check	Carry out inspection and record findings	Chair	Mike	Clerk	Includes defibrillators (see below) Clerk to diarise and remind / notify a member and include on agenda quarterly
Defibrillators	Overall coordination Monitor & Maintain Submit returns Liaise over training Liaise with supplier	Member	Dale	Tori Russ	(NB: Baulking & Woolstone interest) Training - Liaise with and support Tory Russ. Contact with Cardiac Science and SCAS as required. Presence and serviceability monitored as part of quarterly asset check.
Communications/Publicity	Coordinate publicity	Chair	Mike		Currently 'coordinated' by Chair via PC meetings. Adverts (Courier and website): Julia. Retain Karen – but may be better if a PC member. Karen would like to relinquish.
	Courier	Chair	Mike	Advertisements	
	Village Email	Member	Simon		
	Produce & maintain Welcome Note	Member	Dale		
	Distribute Welcome note	Member	Fenella		
	Submission to external publications	Members (ad hoc)	All		
	Submissions to Social Media (Facebook etc)	Member	Mike		
	Website	Member Clerk	Mike	PC material Advertisements	
Land/legal matters	Maintain trust deeds, Land Registry deeds etc Old Schoolroom Jubilee Field Other PC Land THMH War Memorial	Chairman	Mike		Where, how and by whom should these be stored - TBC (Currently by Simon) Purchase fire resistant / secure box for OSR? To be decided as part of Document Retention policy – to be re-drafted in 2021
External Liaison	Attendance at various	Chair	Mike		Only Chair and Clerk authorised

	meetings OCC VWHDC Other local parishes NAG Primary School OALC OPNA PTR	Member(s) Volunteer(s) NAG – Chair	Mike Mike Clerk Mike/Simon John Hatcher		Normally Chair but other member if interested/SME Vale meetings Oxfordshire Together Consultations Occasional meetings with Head Via Fawler. Minibus separate but related
Neighbourhood Watch	Distribute Information	Member	Simon		Same person as weekly emails Simon receives the NW e-mails and distributes relevant warnings via the weekly news email
Speedwatch initiative	Identify costs and funding Overview programme including assignment of volunteers/roster	Member	Simon		Potential project to buy on shared basis with other villages
Policies, Regulations, Risk and Asset registers	Draft, Maintain and Review	Clerk	Clerk	Chair / Vice Chair	New drafted in conjunction with Chairman Maintenance and review by Clerk
Emergency Plan	Maintain Plan	Chair	Mike		

Uffington Parish Council Councillor Responsibilities 2021-22 (Website Version)

Responsibility	Council Rep - 2020/2021
Allotments	Barry Godsell*, Nigel Puddicombe, Clerk
Burial Ground	Graham Banks
Data Protection	Clerk, with Mike Oldnall
Coucillor with Responsibility for Finance	Nigel Puddicombe
Footpaths and PROW adviser	Dave Cavanagh* – contact through the Parish Council
Jubilee Field and Trust including playgrounds	Fenella Oberman
Neighbourhood Action Group	Mike Oldnall
Neighbourhood Planning	Mike Oldnall, Simon Jenkins
Planning Applications (General) / Local Plan	Mike Oldnall, with all Cllrs informed
Thomas Saunders Trust	Jo Trichler*, Maxine Parsons*
THMH liaison and Management Committee	Fenella Oberman
Uffington Museum Trustees	Karen Pilcher* (Chair), Graham Banks, Simon Jenkins, Fenella Oberman, Nigel Puddicombe, Jo Coad*, Steve Nowell*, Carol Anderson, Clerk (Secretary)
Village Upkeep including Pond and Trees	Simon Jenkins
Village Trail	Karen Pilcher*
Village News Email	Simon Jenkins
Website and Facebook	Clerk (Council matters) and Mike Oldnall (general Information)

* Non-councillors