

**Parish Council Responsibilities**

	<b><u>Area of Responsibility</u></b>	<b><u>Responsibility</u></b>	<b><u>Who</u></b>
1.	<b><u>Human Resources:</u></b>	All matters relating to employment and training of councillors and staff. The Chairman alone will remain responsible for the employment of and subsequent management of the Parish Clerk.	Paul
2.	<b><u>Finance sub-group;</u></b>	To assist the Clerk as the “Responsible Financial Officer” for the Parish, oversee all village assets and ensure all contracts, insurance policies, etc. are properly maintained, reviewed and up-to-date.	Paul/ Susan/ Nicky
3.	<b><u>Governance &amp; Parish Communications;</u></b>	All matters that relate to procedures, new councillor recruitment and induction, councillor training, committees, risk management, contingency planning. Also, the Parish Council’s web site, internet messaging/chat systems/social media and monitoring of related web sites, emails, Notice Boards, Annual Parish Report and asset management.	Paul/ Susan/ Nicky
4.	<b><u>Development Management/Planning:</u></b>	All matters regarding building applications/regulations, etc.	Brian/ John
5.	<b><u>Highways &amp; Drainage:</u></b>	All matters regarding Highways including road maintenance, signage and potholes, traffic management and strategic planning	Paul
6.	<b><u>Footpaths, Rights of Way &amp; Bus Shelters:</u></b>	All matters regarding the use of footpaths, rights of way and bus shelters. This includes any liaison with the appropriate DC officer and land owners.	Anne/ John
7.	<b><u>Recreation:</u></b>	All matters regarding recreation, which includes the use of open spaces, i.e. Parish Field and Play Area. This includes all regarding grass cutting, grounds and hedgerow maintenance. Areas of concern should always be The War Memorial, The Chalk, The Pump, Tower Hill vantage point, and areas which used to be maintained by DC Highways.	Kerry/ Paul
8.	<b><u>Community Resilience, Environmental Protection &amp; Emergency Planning:</u></b>	All matters such as protecting the natural environment, flood protection, stream cleaning, snow patrols, litter & fly tipping, dog fouling, etc. Applications for tree work and encouraging tree planting now comes within this category.	John/ Anne

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9.	<b><u>Village and District Liaison:</u></b>	All matters that relate to the liaison of this and surrounding Parish Councils, as well as Dorset Council and responsible voluntary organisations. This could also include the police, health & medical services on an ad hoc basis.	Arthur

**Representatives to other organisations/groups**

10.	<u>DAPTC Rep.</u>	Arthur/Nicky
11.	<u>Speed Watch:</u> Co-ordination between the Council and the Watch.	Brian/Nicky
12.	<u>Neighbourhood Watch:</u> Co-ordination between the Council and the Watch.	Susan/Kerry
13.	<u>Abingdon Hall Rep.</u>	Paul
14.	<u>A350 Community Group</u>	Paul/Brian
15.	<u>Village Defibrillators</u>	Anne/Nicky