

## Slapton Parish Council: Cllr Governance (roles and tasks)

Version 3 – Published: 06.09.23

Work area	Activities	Frequency	Whom?
<b>A379 Slapton Line</b>	<ul style="list-style-type: none"> <li>• Liaise with Slapton Line Partnership and other stakeholders including Natural England, DCC, SHDC and Anthony Mangnall.</li> <li>• Attend meetings with stakeholders.</li> <li>• Inform parishioners of developments.</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> <li>• Quarterly update or as required</li> </ul>	Cllr Crowson and Cllr Abbey
<b>Accounting and financial governance</b>	<ul style="list-style-type: none"> <li>• Lead on setting precept/budgets, with support from Clerk.</li> <li>• Liaise with Clerk regarding quarterly forecasting.</li> <li>• Liaise with Clerk regarding end of year accounts, AGAR submissions, internal and external audits.</li> <li>• Liaise with Clerk regarding procurement (tenders and suppliers).</li> <li>• Liaise with Clerk regarding grant/funding applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually – Oct/Nov</li> <li>• Quarterly</li> <li>• Annually – Feb/March</li> <li>• Ongoing</li> <li>• Ongoing</li> </ul>	Cllr Abbey, Cllr Osborne and Cllr Lange
<b>Assets</b>	<ul style="list-style-type: none"> <li>• Conduct annual audit of assets and update the Asset Register, with support from Clerk, providing full explanations for any changes.</li> <li>• Monitor condition of assets e.g. village furniture, bus stop, recreation ground, telephone box and land owned by SPC and report damage/identify maintenance.</li> <li>• Monitor waste collection (SPC waste bins), litter fly tipping and report, where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually – Feb</li> <li>• Quarterly</li> <li>• Monthly</li> </ul>	Cllr Mitchelmore and Cllr Luscombe
<b>Climate change strategy</b>	<ul style="list-style-type: none"> <li>• Review, update and monitor SPCs Climate and Environmental Emergency statement/policy.</li> <li>• Liaise with Sustainable South Hams.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Ongoing</li> </ul>	Cllr Abbey, Cllr Crowson and Cllr Waters
<b>Communication (general)</b>	<ul style="list-style-type: none"> <li>• Seek ways to continuously improve communications with all stakeholders and to promote the work of SPC.</li> <li>• Contribute to report for Slapton Lines Magazine, with Chair.</li> <li>• Lead on development of policy for dealing the press/media.</li> <li>• Display posters, with support from Clerk.</li> <li>• Monitor noticeboards, Facebook pages and Website (content and compliance) and feedback to Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Quarterly</li> <li>• Annually</li> <li>• As required</li> <li>• Quarterly</li> </ul>	Cllr Lange and Cllr Mitchelmore

Work area	Activities	Frequency	Whom?
<b>Communication (agricultural community)</b>	<ul style="list-style-type: none"> <li>• Liaise with farmers and landowners to control silt run-off.</li> <li>• Liaise with farmers regarding ploughing, hedge cutting and muck spreading schedules.</li> <li>• Feedback to SPC to help set cleaning dates.</li> <li>• Liaise with farmers regarding SPC's climate change strategy (when developed).</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li>   <li>• Annually</li> <li>• As required</li> </ul>	Cllr Crowson and Cllr Waters
<b>Communication (village groups)</b>	<ul style="list-style-type: none"> <li>• Liaise with the following groups: <ul style="list-style-type: none"> <li>○ Shop</li> <li>○ Church</li> <li>○ Village hall/food bank collection point</li> <li>○ White Close</li> <li>○ FSC</li> <li>○ AONB</li> <li>○ Campsites</li> <li>○ Pubs</li> <li>○ Farmers</li> <li>○ Difficult to engage groups</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>	Shop: Cllr Osborne Church: Cllr Abbey Village hall: Cllr Abbey and Cllr Lange White Close: Cllr Osborne and Cllr Luscombe FSC: Cllr Abbey AONB: Cllr Crowson and Cllr Waters Campsites and pubs: Cllr Mitchelmore Farmers: Cllr Crowson and Cllr Waters Difficult to engage groups: Cllr Luscombe
<b>Community engagement and Community Support Group (CSG)</b>	<ul style="list-style-type: none"> <li>• Liaise with parishioners and visitors to ascertain current concerns, issues and ideas – through informal methods and collection of quantitative and qualitative data that can be fed back to PC.</li> <li>• Attend CSG Committee ordinary meetings and support them to deliver projects.</li> <li>• Attend CSG working party meetings.</li> <li>• Monitor success/impact/outcomes and budgets of projects e.g. community café, community cinema, children/young people and family activities, eco- projects and other initiatives.</li> <li>• Recruit and support CSG volunteers</li> <li>• Identify and suggest SPC and other grant allocations to CSG and other community groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li>   <li>• Twice yearly</li>   <li>• As required</li> <li>• Ongoing</li>   <li>• Ongoing</li> <li>• Ongoing</li> </ul>	Cllr Osborne and Cllr Mitchelmore  Cllr Abbey and Cllr Osborne  As above As above  As above As above

Work area	Activities	Frequency	Whom?
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Undertake enhanced safeguarding training and undergo regular refresher training.</li> <li>• Ensure safeguarding concerns are referred to the appropriate agencies, following correct procedures and maintaining accurate records.</li> <li>• Ensure Cllrs' safeguarding knowledge is up to date.</li> <li>• Review and update safeguarding policy to ensure it is in line with current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• As required</li> <li>• Annually</li> <li>• Annually</li> </ul>	Cllr Abbey
<b>Emergency/resilience plan</b>	<ul style="list-style-type: none"> <li>• Develop and keep up to date an emergency/resilience plan: <ul style="list-style-type: none"> <li>○ Conduct a risk assessment, identify hazards and possible mitigations.</li> <li>○ Identify vulnerable groups within the community.</li> <li>○ Identify key contacts, a community emergency contacts list and resources available to the community in the event of an emergency.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> </ul>	Clerk and Cllr Waters
<b>First aid and defibrillator</b>	<ul style="list-style-type: none"> <li>• Undertake first aid training and undergo regular refresher training.</li> <li>• Check first aid kits and equipment.</li> <li>• Attend SPC events as nominated first aider.</li> <li>• Carry out weekly defibrillator checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Quarterly</li> <li>• As required</li> <li>• Weekly</li> </ul>	Cllr Waters, Cllr Osborne and Cllr Lange As above As above
<b>Highways and road safety</b>	<ul style="list-style-type: none"> <li>• Liaise with Neighbourhood Highways Officer and DCC regarding SPC's goals/objectives.</li> <li>• Liaise with Clerk and Road Warden regarding Road Warden contract renewals/updates.</li> <li>• Monitor work against schedule of works.</li> <li>• Survey and check buddle holes (Clerk to add to Parish map).</li> <li>• Lead on pot-hole reporting and maintenance.</li> <li>• Liaise with contractor on cleaning days.</li> <li>• Snow Warden: <ul style="list-style-type: none"> <li>○ Identify snow routes through liaison with farmers.</li> <li>○ Report on parish salt stock levels (with support from Road Warden).</li> <li>○ Undertake Snow Warden Training:</li> <li>○ <a href="http://devon.gov.uk">Snow Warden Scheme - Communities (devon.gov.uk)</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• Annually</li> <li>• Quarterly</li> <li>• Quarterly</li> <li>• As required</li> <li>• Annually</li> <li>• Annually</li> </ul>	Cllr Osborne  Cllr Crowson, Cllr Waters and Cllr Luscombe Cllr Waters and Cllr Luscombe As above As above  As above

<b>Work area</b>	<b>Activities</b>	<b>Frequency</b>	<b>Whom?</b>
<b>HR</b>	<ul style="list-style-type: none"> <li>• Conduct annual appraisal of Clerk.</li> <li>• Identify training needs/skills gaps of Cllrs and Clerk.</li> <li>• Ensure guidance of NALC, DALC, SLCC and SHDC Monitoring Officer is followed with regard to all personnel matters including members' conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Quarterly</li> <li>• Ongoing</li> </ul>	Cllr Abbey and Cllr Lange
<b>Office of Police and Crime Commissioner (OPCC)</b>	<ul style="list-style-type: none"> <li>• Liaise with Neighbourhood Team Leader.</li> <li>• Attend OPCC webinars/meetings and disseminate information to SPC.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• Ongoing</li> </ul>	Cllr Osborne
<b>Planning applications, decisions and enforcements</b>	<ul style="list-style-type: none"> <li>• Review all planning applications, decisions and enforcements.</li> <li>• Prepare comments and recommendations on planning applications for submission to SHDC by Clerk, following discussion at SPC meetings.</li> <li>• Keep up to date with changes to planning laws – including attendance of DALC course and update SPC.</li> <li>• Liaise with landowners of listed buildings and all buildings within Slapton Conservation Area together with relevant authorities (e.g. DCC, SHDC and English Heritage) regarding identified issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly and Monthly</li> <li>• Monthly</li> <li>• Ongoing</li> <li>• As required</li> </ul>	Cllr Mitchelmore and Cllr Lange
<b>Public rights of way (PROW) and Mowing</b>	<ul style="list-style-type: none"> <li>• Monitor PROWs and report issues to Clerk/Lengths-man.</li> <li>• Liaise with DCC and Clerk to support with P3 grant submissions.</li> <li>• Liaise with Lengths-man and monitor agreed works.</li> <li>• Monitor mowing against schedule of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-annually</li> <li>• Annually</li> <li>• Quarterly</li> <li>• Monthly (March – September)</li> </ul>	Cllr Lange and Cllr Luscombe
<b>Risk management and business continuity plan</b>	<ul style="list-style-type: none"> <li>• Review risk assessment to ensure all potential and inherent risks (including business continuity) are identified and ensure that all practical and necessary steps are taken to reduce or eliminate risks, with support from Clerk.</li> <li>• Review insurance policies to ensure fit for purpose and up to date.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Annually</li> </ul>	Cllr Osborne