



Slapton Parish Council: Cllr Governance (roles and tasks)

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

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Communication (agricultural community)	<ul style="list-style-type: none"> • Liaise with farmers and landowners to control silt run-off. • Liaise with farmers regarding ploughing, hedge cutting and muck spreading schedules. • Feedback to SPC to help set cleaning dates. • Liaise with farmers regarding SPC's climate change strategy (when developed). 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Annually • As required 	TBC
Communication (village groups)	<ul style="list-style-type: none"> • Liaise with the following groups: <ul style="list-style-type: none"> ○ Shop ○ Church ○ Village hall/food bank collection point ○ White Close ○ FSC ○ National Landscapes ○ Campsites ○ Pubs ○ Farmers ○ Difficult to engage groups 	<ul style="list-style-type: none"> • As required 	Shop: Cllr Osborne Church: Cllr Staines Village hall: Cllr Abbey and Cllr Lange White Close: Cllr Osborne and Cllr Luscombe FSC: Cllr Abbey National Landscapes: TBC Campsites and pubs: Cllr Mitchelmore Farmers: TBC Difficult to engage groups: Cllr Luscombe
Safeguarding	<ul style="list-style-type: none"> • Undertake enhanced safeguarding training and undergo regular refresher training. • Ensure safeguarding concerns are referred to the appropriate agencies, following correct procedures and maintaining accurate records. • Ensure Cllrs' safeguarding knowledge is up to date. • Review and update safeguarding policy to ensure it is in line with current legislation. 	<ul style="list-style-type: none"> • Annually • As required • Annually • Annually 	Cllr Abbey

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Emergency/resilience plan	<ul style="list-style-type: none"> • Develop and keep up to date an emergency/resilience plan: <ul style="list-style-type: none"> ○ Conduct a risk assessment, identify hazards and possible mitigations. ○ Identify vulnerable groups within the community. ○ Identify key contacts, a community emergency contacts list and resources available to the community in the event of an emergency. 	<ul style="list-style-type: none"> • Annually 	<p>Cllr Osborne, Cllr Lange, Cllr Mitchelmore and Cllr Sutton</p>
Highways and road safety	<ul style="list-style-type: none"> • Liaise with Neighbourhood Highways Officer and DCC regarding SPC's goals/objectives. • Liaise with Clerk and Road Warden regarding Road Warden contract renewals/updates. • Monitor work against schedule of works. • Survey and check buddle holes (Clerk to add to Parish map). • Lead on pot-hole reporting and maintenance. • Liaise with contractor on cleaning days. • Snow Warden: <ul style="list-style-type: none"> ○ Identify snow routes through liaison with farmers. ○ Report on parish salt stock levels (with support from Road Warden). ○ Undertake Snow Warden Training: ○ Snow Warden Scheme - Communities (devon.gov.uk) 	<ul style="list-style-type: none"> • As required • Annually • Quarterly • Quarterly • As required • Annually • Annually 	<p>Cllr Osborne</p> <p>Cllr Lange and Cllr Luscombe As above As above As above As above</p>
HR	<ul style="list-style-type: none"> • Conduct annual appraisal of Clerk. • Identify training needs/skills gaps of Cllrs and Clerk. • Ensure guidance of NALC, DALC, SLCC and SHDC Monitoring Officer is followed with regard to all personnel matters including members' conduct. 	<ul style="list-style-type: none"> • Annually • Quarterly • Ongoing 	<p>Cllr Abbey and Cllr Lange</p>
Office of Police and Crime Commissioner (OPCC)	<ul style="list-style-type: none"> • Liaise with Neighbourhood Team Leader. • Attend OPCC webinars/meetings and disseminate information to SPC. 	<ul style="list-style-type: none"> • Monthly • Ongoing 	<p>Cllr Sutton</p>

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Planning applications, decisions and enforcements	<ul style="list-style-type: none"> • Review all planning applications, decisions and enforcements. • Prepare comments and recommendations on planning applications for submission to SHDC by Clerk, following discussion at SPC meetings. • Keep up to date with changes to planning laws – including attendance of DALC course and update SPC. • 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. 	<ul style="list-style-type: none"> • Weekly and Monthly • Monthly • Ongoing • As required 	Cllr Mitchelmore and Cllr Lange
Risk management and business continuity plan	<ul style="list-style-type: none"> • 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. • Review insurance policies to ensure fit for purpose and up to date. 	<ul style="list-style-type: none"> • Annually • Annually 	Cllr Osborne