



Responsibilities of the council

July 2023

Except for the **“Responsible Officer”** the allocated names are for the purposes of attending meetings and reporting back to the Council as a whole. All decisions will only be made at any full parish council meeting.

Representation at meetings:			
	Frequency	First	Second
Severn Voice	3 Monthly	Cllr Carl Bierer	Cllr Astrid Lever
Highways	As required	Cllr Carl Bierer	Cllr Barry Findlater
Environmental Agency - Flooding	As required	Cllr Simon Cobb	Cllr Barry Findlater
GAPTC AGM	Annually	Cllr Carl Bierer	Cllr Astrid Lever
Parish Assets:			
Including risk assessments of all assets, additions and improvements			
	Frequency	First	Second
Playground / Memorial Hall <ul style="list-style-type: none"> Inspections & Maintenance Liaison / Membership of Committee Risk Assessments 	As required As required Annually	Cllr Leila Jeffries	Cllr Pam van der Hooft
War Memorials	As required	Cllr Carl Bierer	Cllr Pam van der Hooft
Stroudwater Canal <ul style="list-style-type: none"> Maintenance Resolve Issues 	As required As required	Cllr Simon Cobb	Cllr Carl Bierer
Allotments <ul style="list-style-type: none"> User Group Maintenance Tariffs Risk Assessments 	As required As required Annually Annually	Clerk Kay Brown	Cllr Pam Van Der Hooft
Grass cutting contract and pounds	As required	Cllr Barry Findlater	Cllr Dave Wynn
Asset Management <ul style="list-style-type: none"> Asset Register Maintenance Defibrillator & Saul Phone Box 	As required As required	Clerk Kay Brown Cllr Leila Jeffries	Cllr Astrid Lever Cllr Dave Wynn
Events:			
	Frequency	First	Second
Chair Committee and Organise Events	X3	Cllr Leila Jeffries	Cllr Pam van der Hooft
Communications:			
	Frequency	First	Second
Website	As required	Clerk Kay Brown	Cllr Simon Cobb
Notice Boards	As required	Clerk Kay Brown	Cllr Carl Bierer
Social Media	As required	Clerk Kay Brown	Cllr Astrid Lever
Highways:			
	Frequency	First	Second
<ul style="list-style-type: none"> Safety <ul style="list-style-type: none"> Stroud District Road Safety Group Meetings Maintenance Verges, Signage & Potholes 	As required X5?	Cllr Barry Findlater	Cllr Sy Cobb
Emergency Planning:			
	Frequency	First	Second
Emergency Plan <ul style="list-style-type: none"> Creation of Plan Periodic Review & Update 	ASAP Annually	Clerk Kay Brown	Cllr Barry Findlater



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Snow Warden	As required	Roger Godwin	Cllr Astrid Lever
Planning:			
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Applications <ul style="list-style-type: none"> Meetings /Liaise with SDC Design Plan 	As required	Cllr Dave Wynn / Cllr Carl Bierer	Cllr Barry Findlater
Drainage:			
	Frequency	First	Second
<ul style="list-style-type: none"> Ditches Flaps Pumps Maintenance 	As required	Cllr Barry Findlater	Cllr Simon Cobb
Police:			
	Frequency	First	Second
Reporting	As required	Clerk Kay Brown	Cllr Pam Van Der Hooft
Meeting	As required	Clerk Kay Brown	Cllr Pam Van Der Hooft
Neighbourhood Warden	As required	Clerk Kay Brown	Cllr Pam van der Hooft
PCSO	As required	Clerk Kay Brown	
Finance:			
	Frequency	First	Second
Responsible Officer		Clerk Kay Brown	
Insurance	As required	Cllr Carl Bierer	Clerk Kay Brown
Policies & Procedures:			
	Frequency	First	Second
Reviews	Annually	All Councillors	
Personnel:			
	Frequency	First	Second
Induction (new Councillors)	As required	Clerk Kay Brown	
Performance Management	Annually	Cllr Carl Bierer	Cllr Pam Van Der Hooft