

Councillor	Responsibility	Objectives
Parish Clerk Ramune Mimiene (RM)	<ul style="list-style-type: none"> • Agenda • Minutes • Communications • Correspondence • Planning • Finance • Clerks expenses • Burial Matters 	<ul style="list-style-type: none"> • Issue agenda for monthly meetings • Issue minutes following meetings • Write letters/emails etc.. to outside bodies at the request of councillors • Distribute incoming correspondence • Distribute planning application details in a timely manner • Act as Chief Finance Officer including year-end accounts, VAT return, bank reconciliation etc.. • Issue expenses monthly • Responsibility for updating documents
Chairman Sheila Penton (SP)	<ul style="list-style-type: none"> • Chairman • Minutes/Agenda • Policy Documents • Planning • Noticeboard • Burial matters 	<ul style="list-style-type: none"> • Oversee agenda points and monthly minutes • Review policy documents annually and suggest acceptance or amendments (June). • Distribute planning application details when Parish Clerk is absent • Update and tidy the village notice board on a monthly basis • Oversee burial matters
Vice Chairman Dick Saw (DS)	<ul style="list-style-type: none"> • Vice-Chairman • Traffic, highways and road safety • CCTV • St Leonard’s Church • Cemetery & Burial Matters 	<ul style="list-style-type: none"> • To deputise for the Chairman when required • To represent the council on any traffic or road issues and liaise with the district and county council and other bodies where required i.e. A1 Safety, CCC Highways. (with AM) • To oversee the installation of CCTV cameras (with SM) • To liaise with St Leonard’s Church regarding the maintenance and appearance of the churchyard • To monitor and revise where necessary, the rules, regulations and fees for St Leonard’s cemetery (with AM)

Southoe & Midloe Parish Council – Councillors areas of responsibility – November 2016

<p>Alan Marnes (AM)</p>	<ul style="list-style-type: none"> • Traffic, highways and road safety • Ouse Valley Way • Parish boundaries, ditches, footpaths, grass and hedges • Member of the finance team • Cemetery & Burial Matters • Village Hall Committee 	<ul style="list-style-type: none"> • To represent the council on any traffic or road issues and liaise with the district and county council and other bodies where required i.e. A1 Safety, CCC Highways. (with DS) • Represent at upcoming meeting and give regular updates on OVW • To oversee the maintenance of the parish environment and arrange grass cutting contracts • To oversee financial management and give quarterly budget updates, Jan, Apr, Jul, Oct (with ID) • To monitor and revise where necessary, the rules, regulations and fees for St Leonard’s cemetery (with DS) • Represent the parish council at the village hall committee meetings
<p>Ian Davies (ID)</p>	<ul style="list-style-type: none"> • Playground and Football pitch • Member of the finance team • Street Lighting • Grass and hedge cutting • Website 	<ul style="list-style-type: none"> • To manage play facilities and football pitch • To oversee financial management and give quarterly budget updates Jan, Apr, Jul, Oct (with AM) • To manage the lighting and electricity for lighting within the village including maintenance contract and electricity bills • Contracts and issues with grass and hedge cutting (with AK) • Update website on a regular basis (with AK)
<p>Sharon Mitchell (SM)</p>	<ul style="list-style-type: none"> • CCTV • Parish aesthetics • Dog Fouling and anti-social behaviour 	<ul style="list-style-type: none"> • To oversee the installation of CCTV cameras (with DS) • To monitor the aesthetics of the parish environment making recommendations for action where necessary • To take action on dog fouling and anti-social issues
<p>Andrew Kiley (AK)</p>	<ul style="list-style-type: none"> • Road maintenance • Grass and hedge cutting • Website 	<ul style="list-style-type: none"> • To manage road maintenance issues within the parish • Contracts and issues with grass and hedge cutting (with ID) • Update website on a regular basis (with ID)
<p>Sue Brierley (SB)</p>	<ul style="list-style-type: none"> • To be confirmed 	<ul style="list-style-type: none"> • To be confirmed