

Roles and Responsibilities

The purpose of the Parish Council (PC) is to ensure that the local environment is maintained and developed to satisfy, as far as possible, the wishes of the electorate, and to ensure that community facilities meet the needs of the Parish.

Responsibility	Duties
Chairman, Cllr B Urbick	<ol style="list-style-type: none"> 1) Leadership of the PC and its business. 2) Governance of the PC, to ensure that it meets all legal requirements as further defined in the document Role of Chairman. 3) Support an external funding strategy with the aim of augmenting the precept with external funds to help enable village projects & make recommendations on annual external income budget. 4) Deliver the external funding by: <ol style="list-style-type: none"> a) Forging links with external funding bodies b) Advising and assisting project teams and other village organisations in canvassing for funds c) Reviewing and assisting with funding applications and fund-raising activities. 5) Ensure that the PC meets all conditions required by any external funding gained. 6) Produce the Parish Newsletter and support other forms of communication within the Parish. 7) Assist the Clerk with the development and updating of the PC's website. 8) Liaise with other local Parish Councils, ORCC, SODC, OCC and the local MP where a joint approach to common issues or help from higher authority might be beneficial.
Cllr D Hathaway	<ol style="list-style-type: none"> 1) Monitor Environmental Issues in the Parish. 2) Coordinate contractors and volunteers to get best value in routine and exceptional maintenance duties in accordance with the maintenance strategy. 3) Monitor environmental issues in the Parish. 4) Liaise with landowners and tenant farmers of opens spaces and fields in the Parish and where required with the Withymeade Nature Reserve 5) Budget and precept preparation and co-ordination. 6) Assist the Clerk in the production of timely and accurate financial records' 7) Make Recommendations on the annual PC Maintenance cost budget.
Cllr A Scrivener	<ol style="list-style-type: none"> 1) Review all planning applications affecting the parish and co-ordinate the Parish Council's response to South Oxfordshire District Council. 2) Keep abreast of all Government and local authority legislation concerning housing development & planning issues. 3) Ensure appropriate response to request for consultation, action or support from external agencies and higher government.

Cllr V Meyer	<ol style="list-style-type: none"> 1) Maintain and if necessary review, the title and use of land owned or used in common by the Parish. (Supported by PWO) 2) Manage the acquisition of the new parcels of land or rights as proposed by the PC. 3) Guide and assist the Parish Council in all legal related matters 4) Establish a maintenance strategy for the assets managed by the PC. 5) Manage the PC's asset, insurance policies and contracts. 6) Advise on compliance with Health, Safety and Environmental legislation in respect of the PC. Monitor health and safety issues in the Parish.
Cllr P White	<ol style="list-style-type: none"> 1) Responsible for Parish Council action relating to: <ol style="list-style-type: none"> a) Police, crime prevention and neighbourhood watch b) Bus service, bus shelters and bus-stops 2) Review the village plan and drive this forward for the medium and long-term benefit of the parishioners. 3) Act as the PC's representative on any Neighbourhood Plan Committee or Community Right to Build within the Parish. 4) Liaise with local village organisations and businesses including St Andrews PCC, and the Perch & Pike Public House in order to gain their support for Parish Council initiatives and to understand where the Parish Council can assist them.
Cllr P Wortley	<ol style="list-style-type: none"> 1) Manage the interface with the South Stoke Village Hall and Recreation Ground Charity (Amenities Committee) and act as the Parish Council's representative on the committee. 2) Liaise with the Primary School. 3) Undertake risk assessment and risk management in respect of the workings of the PC and its sub-committees. 4) Make recommendations on budget and insurance provision against risk. 5) Highways, Pavements, and road safety 6) Storm water drainage, ditch clearance. 7) Support VM with: Maintain and if necessary review, the title and use of land owned or used in common by the Parish. 8) Matters relating to The Park
Clerk	<p>As defined in parish governance document, 07 – Clerk’s Job Description Transport Representative – Until a volunteer can be found Newsletter Advertising – Until a volunteer can be found Company Secretary South Stoke 2035 CIC</p>