

**WINSHAM PARISH COUNCIL - LIST OF RESPONSIBILITIES & REPRESENTATIVES (May 2018)**

|   | <b>Who</b>   | <b>Type</b>              |
|---|--|--------------------------|
| Allotment Officer(s)  | Clr S Davie  | Amenities                |
| Bins - Amenities Officers   | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| Bus Shelter - Amenities Officers  | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| Lower Rec - Amenities Officers  | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| Signage - Amenities Officers  | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| St Stephens Churchyard - Amenities Officers                                     | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| Upper Rec - - Amenities Officers  | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| War Memorial - Amenities Officers   | Clr D Wallbridge, Cllr N Eastick, Cllr A Simkins, and Cllr S Davie       | Amenities                |
| Community Grants  | All Councillors  | Community                |
| Highways and Public Transport Officers  | Clr D Wallbridge, Cllr A Simkins & Cllr S Davie                          | Community                |
| Neighbourhood Watch representative  | PCSO Julie Middleditch (delegated)                                       | Community                |
| Parish Environmental Warden   | Clr B Lewsey   | Community                |
| PPLO (Parish Path Liaison Officer)  | Mr Paul Welters  | Community                |
| PROW (Public Rights of Way) Officers  | Clr N Eastick & Cllr R Miller  | Community                |
| Welcome Pack Officer  | Clr D Wallbridge   | Community                |
| Finance & Precept Group   | Clr J Stevens, Cllr A Simkins, Cllr R Miller & Cllr B Lewsey             | Finance & Audit          |
| Internal Auditor  | Mr Phil Smith  | Finance & Audit          |
| Responsible Financial Officer   | The Clerk (Mrs T Pinder)   | Finance & Audit          |
| Web Sites Officer   | The Clerk (Mrs T Pinder)   | Finance & Audit          |
| Annual Parish Meeting Organisation  | Vice Chairman (Cllr A Simkins) and the Clerk                             | Procedural               |
| Appeal Panel  | Appoint a panel only if the need arises                                  | Procedural               |
| Grievance & Disciplinary Panel  | Appoint a panel only if the need arises                                  | Procedural               |
| Personnel Group   | Chairman (Cllr J Stevens) & Vice Chairman (Cllr A Simkins)               | Procedural               |
| Representative on St Stephens PCC   | Vacant   | Representative           |
| Representative on the (Upper) Recreation Ground Committee                       | Cllr N Eastick   | Representative           |
| Representative on the Jubilee Hall Committee                                    | Cllr D Clark   | Representative           |
| Representative on Village Shop Committee  | Cllr R Miller  | Representative           |
| Representative on Winsham Community Resource Centre Committee                   | Cllr N Eastick   | Representative           |
| SALC representative   | The Clerk (Mrs T Pinder)   | Representative           |
| Cemetery  | The Clerk, together with Cllr R Miller, Cllr J Stevens, & Cllr N Eastick | Statutory                |
| Planning  | All Councillors  | Statutory                |
| United Charities Winsham - Trustees   | Mrs A Rose and Mr B Turner   | Statutory                |
| <i>Emergency Planning Group</i>   | <i>TBC</i>   | <i>Temporary Project</i> |
| <i>Westernway Housing Development - Car Park &amp; Green Space</i>              | <i>TBC</i>   | <i>Temporary Project</i> |
| <i>Westernway Housing Development - Monitoring &amp; Liaison with Developer</i> | <i>TBC</i>   | <i>Temporary Project</i> |

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is where a post or responsibility is not fulfilled by a Parish Councillor