

WINKLEIGH PARISH COUNCILLORS

ROLES AND RESPONSIBILITIES AS A MEMBER

Being a councillor is hard work. Every day you will be expected to balance the needs of your local area, your residents and voters, community groups, local businesses, and the council. All will make legitimate demands on your time – on top of your personal commitments to family, friends and workplace.

As a councillor you will have many different roles to balance. As the local elected/co-opted representatives, you will engage with residents and groups on a wide range of different issues and take on an important community leadership role. At the council you will contribute to the development of policies and strategies, including budget setting, and you may be involved in scrutinising council decisions or taking decisions on planning applications.

Representing your local area

A councillor's primary role is to represent their Parish and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for your local residents and signposting them to the right people at the council, you will need to keep them informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement is central to being an effective councillor.

As a local councillor, your residents will expect you to become a member of Parish Council Committees/working groups, in order to:

- respond to their queries and investigate their concerns
- communicate council decisions that affect them
- know your patch and be aware of any problems
- know and work with representatives of local organisations, interest groups and businesses
- represent their views at council meetings
- lead local campaigns on their behalf.

Community leadership

Community leadership is at the heart of modern local government. Councils work in partnership with local communities and organisations – including the public, voluntary, community and private sectors – to develop a vision for their local area, working collaboratively to improve services and quality of life for citizens. Councillors have a lead role in this process.

Developing council policy

Councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. As a local councillor

you will contribute to the development of these policies and strategies, bringing the views and priorities of your local area to the debate. How you do this will depend on the working groups you are appointed to.

Code of conduct and standards

As a councillor you will be required to adhere to your council's agreed code of conduct for elected members. Each council adopts its own code, but it must be based on the Committee on Standards in Public Life's **seven principles of public life**. These were developed by the Nolan Committee, which looked at how to improve ethical standards in public life and are often referred to as the Nolan principles.

These principles apply to anyone who works as a public office-holder. This includes all those elected or appointed to public office, nationally and locally, and everyone appointed to work in the civil service, local government, the police, courts and probation services, non-departmental public bodies and in the health, education and social care sectors. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to everyone in other sectors delivering public services.

In order to achieve this, all Council members are requested to become members of as many Committees/working groups, as possible, and assist their fellow members to carry out the responsibilities within each committee/working group to the benefit of the Parish they represent.

Full support will be provided and training/courses if required (particularly finance/budget/audit), so no previous experience is required to join any of the Committees/working groups.

The Council recognises and respects that Members have personal/work commitments that may hinder full participation from membership of these groups/committees and will work with Members to hold meetings/carry out roles and responsibilities to accommodate these commitments.

Each Committee/Working Group will have a lead Member to act as co-ordinator for activities, nominated by members.

Membership of Committees/Groups is renewed annually at the annual parish council meeting, however, members can join/leave any working group throughout the year with advanced notification to the Clerk

COMMITTEES

- **have specific delegated responsibilities** recorded in Terms of Reference approved by the whole council. (Terms of Reference may delegate Statutory functions and Powers to the committee, sub-committee or clerk to act on the council's behalf and as such the council is subject to the decisions they make)
- The **council is subject to the decisions** made by a committee with delegated powers
- Compromising members of the committee and non-councillors (does not include council staff)
- Required to work for and on behalf of a council and are not independent
- A Sub-committee may be appointed from members and non-councillors but cannot exceed the responsibilities conferred on it



EMPLOYEE
COMMITTEE

- Employee Committee Members
Cllrs Findlay, Odulinski & Phillips

WORKING GROUP WITH TERMS OF REFERENCE

Without delegated functions or powers



NEIGHBOURHOOD
PLAN
DEVELOPMENT
GROUP

- Neighbourhood Plan Group Members
Cllr Findlay, Cllr Odulinski, Cllr, Phillips, Mrs Warner, Mrs Griffiths, Clerk
(Ex-officio)

INTERNAL WORKING GROUPS

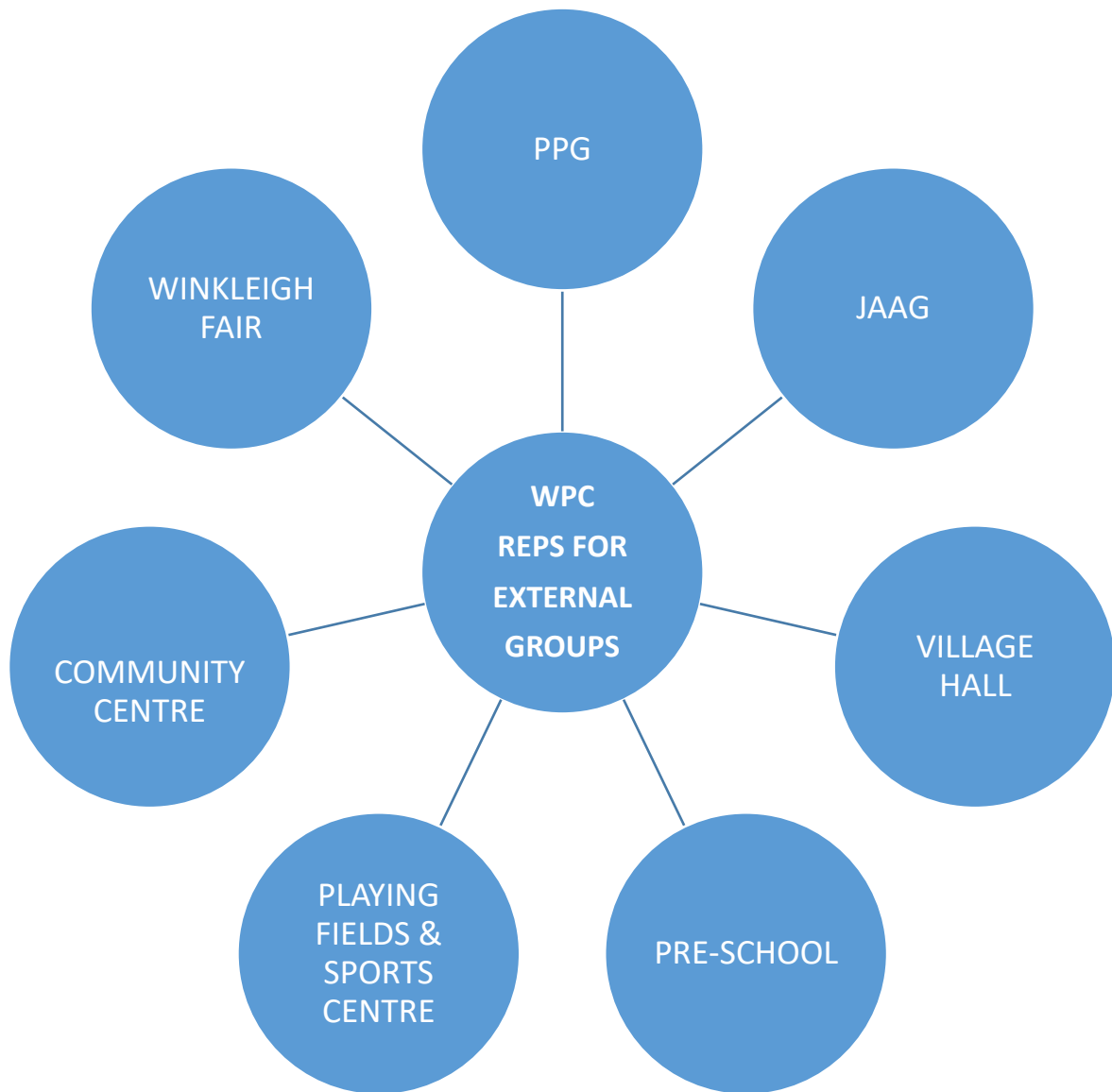
- A group of councillors (may include non-councillors) who **informally work together** on council business to provide a report or recommendation to the council
- May include Staff Members
- **No formal responsibilities or terms of reference are issued**
- **The decisions of informal groups cannot bind a council**



Internal Groups Membership

- Finance/Internal Audit - Cllrs Findlay, Odulinski, Warner (Clerk)
- Asset & Asset Maintenance - Cllrs Jacobs, Findlay, Warner & Keys
- Cemetery Grounds Group - Cllrs Findlay, Roth & Warner
- Bungalow Group - Cllrs Jacobs & Warner (Rickard)
- Defibrillator Group - Cllr Findlay, Cllr Phillips (Hollocombe)
- Emergency Plan (Cllrs Goldsworthy, Findlay & Phillips
- Working & Tidy Group (Cllrs Jacobs, Roth & Keys

WPC EXTERNAL WORKING GROUPS



Reps on External Bodies

- Chulmleigh Health Centre Patients Participation Group PPG Cllr. Warner
- Community Centre - Cllrs Findlay, Roth & Jacobs
- Playing Fields & Sports Centre - Cllr Jacobs)
- Pre-School/School - Cllrs Findlay & Odulinski
- Torridge Area Advisory Group TAAG - Cllrs findlay & Phillips
- Village Hall - Cllrs Jacobs & Keys
- Winkleigh Fair - Cllr Phillips

EMPLOYEE COMMITTEE

Terms of Reference

Updated 15th May 2019

1. Committee

The Employee Committee is constituted as a Standing Committee of Winkleigh Parish Council.

2. Members

A Minimum of 3 Parish Councillors appointed annually at the Annual Meeting of the Parish Council The quorum of the Committee shall be three Members.

3. Chairman

The Chairman to be elected annually by the Committee at their first Meeting.

4. Meetings

Held as required, in addition at least one annual meeting prior to 1st April, to review Clerk contract and job description, carry out annual appraisal to include recommendation for pay scale increment, and associated HR policies. Otherwise meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

Meetings will be in private rather than in public due to the confidential nature of business under **Local Government Act 1972, 12A** Part II confidential business

5. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

6. Terms of Reference

To review the Terms of Reference of the Employee Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary throughout the year in light of working practices and make appropriate recommendations to Full Council.

7. Responsibilities

The Employee Committee has the delegated authority from Winkleigh Parish Council:

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To annually review and appraise the performance of employees and to recommend adjustment of salary to the Council.

- Chairman of the Council to provide line-manager function for Clerk, including responsibility for covering urgent matters in absence of the Clerk, such as holiday cover, sick leave and other absence from work. □
- To ensure the Council complies with all legislative requirements relating to the employment of staff. □
- To deal with any staff disciplinary matters in accordance with the Council’s Disciplinary Procedure. □
- To deal with any staff grievance in accordance with the Council’s Grievance Procedure. □
- To periodically review all employment policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy. □
- To oversee the appointment and recruitment process of Council employees. □
- To recommend to Council the appointment or termination of contract for the Clerk.
- All members of the Employee committee to be registered as Data Control Processors to comply with the Data Protection Act
- The Chairman of the Council in consultation with one other designated Committee Councillor, to undertake emergency actions as listed below, in the absence of the Clerk due to holiday, sickness or unforeseen circumstances unless/until a locum is appointed,
 - Approve any emergency expenditure in accordance with Standing Orders and Financial Regulations if ‘Action’ required before the Clerk returns;
 - Monitor incoming emails to Council email address
 - Planning application notifications – circulation by email to Cllrs
 - Act upon urgent emails requiring ‘Immediate Action’ before the Clerk is due to return to work, keeping a history of actions and responses to update Clerk on return to duty.

8. Reporting to Council

The Chair of the Employee Committee must provide a written report to Full Council at the next Parish Council Meeting in respect of those activities and recommendations at meetings, or in absence of the Clerk in order that progress may be noted and decisions ratified.

MEMBERSHIP OF COMMITTEE

Cllr Findlay
 cllr Odulinski
 Cllr Philips

NEIGHBOURHOOD PLAN GROUP

Terms of Reference

Updated 6th December 2018

Purpose

- a. The main purpose of the Winkleigh Working Group is to oversee the preparation of the Neighbourhood Plan draft document for Winkleigh in order that these will then progress to Independent Examination and a successful community referendum and ultimately be adopted by Torridge District Council to become planning policy.
- b. The Working Group will operate informally and will have no delegated powers from the Parish Council
- c. The Working Group, on behalf of the Winkleigh Parish Council, will engage the local community to ensure that the Plan is truly representative of the ambitions of Winkleigh. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

Principles

- a. The Working Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community
- b. All decisions made shall be fully evidenced and supported through consultation with the local community.

Roles and Responsibilities

In order to achieve this, following resolution by the full Parish Council at each relevant stage, the Working Group will carry out the following roles:

- Copy the Parish Clerk into all emails and written correspondence, using the Parish Council address for all correspondence matters and not personal addresses. The Clerk will scan and forward any replies to all NP members when received.
- Evidence gathering and analysis of data used in preparing the Neighbourhood Plan for Winkleigh;
- Produce, monitor and update a project timetable, to include a consultation and public engagement plan;
- Produce a consultation and engagement plan, showing how the public will be involved throughout the process;
- Report back to the Parish Council by written report following each Working Group meeting and verbal account with recommendations at each Parish Meeting for consideration of approval;
- To undertake analysis and evidence gathering to support the plan production process;
- Identify funding requirements and potential sources of funding and report to RFO in writing;
- Liaise with relevant authorities and organisations to make the plan as effective as possible.
- Consult as widely and thoroughly as is possible to ensure that the conclusions reached in the draft and final NDP is evidenced and representative of the views and issues of all residents
- Submit to the Parish Council, a final draft version of the Draft Winkleigh Neighbourhood Development Plan for ratification and submission to Torridge District Council

Membership

- a. The Working Group will be made up of a cross-section of volunteers from the community, including Parish Councillors. Effort will be made to seek representation from under-represented sections of the community.

- b. Membership of the Working Group will be open to the public indefinitely in addition up to a maximum of 4 Council members.
- c. The Parish Clerk will be an ex-officio member of the NP Working Group

Decision Making

- a. The Working Group will report monthly to the Parish Council setting out progress on its work. The Parish Council will consider approval of all expenditure, consultations and the Submission Draft Neighbourhood Development Plan prior to publication for consultation and independent examination following a written report from the Working Group.
- b. The plan-making process remains the responsibility of the Parish Council as the qualifying body. The NP Working Group will seek full Council approval for all publications, consultation and community engagement exercises that will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.

Meetings

- a. Working Group meetings will take place as necessary, but at least in line with WPC meetings.
- b. Where possible, all meetings should be held within the Parish
- c. The Working Group will elect a Chair from its membership to remain in those positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- d. Working Group members should declare an interest where decisions or recommendations could result in potential advantage or disadvantage, whether financial or otherwise, to them, their family, or close associates.
- e. Disclosure of interests will be recorded in the minutes of the next Parish Council meeting.
- f. A nominated member of the group will keep a record of meetings and circulate notes to Working Group members and the Parish Council within 30 days of each meeting. The Clerk will circulate to Cllrs and Formal parish contact group.
- g. At least 3 clear days' notice of meetings shall be sent to members via email or an alternative agreed communication method.
- h. If necessary, the Parish Clerk will attend Working Group Meetings as an advisory officer.
- i. Recommendations made by the Working Group should normally be by consensus at Working Group meetings. **A minimum of 3 members shall be present where matters are presented for recommendations to be taken forward to the next Parish Council Meeting.**

Working Parties

- a. The Working Group may establish working parties, made up of volunteers from the community to aid them in any Neighbourhood Plan related work.
- b. Each working party should have a lead person from the Working Group.
- c. Members of the community will be encouraged to participate in the process at all stages.
- d. Parish Council insurance will cover the previously agreed activities of the Working Group and volunteers provided prior notification of the activity and members involved is emailed to the Clerk 5 working days prior to the activity. Working group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.

Finance

- a. All grants and funding will be applied for and held by the Parish Council RFO who will ring-fence the funds for Neighbourhood Development Plan work.
- b. All expenditure will be bound by the Parish Council Financial Regulations and Standing Orders
- c. The Working Group will notify the Parish Council, advising them of any planned expenditure before it is incurred and seek approval for the expense by resolution.

- d. All invoices will be made in the name of Winkleigh Parish Council.
- e. The Parish Responsible Finance Officer will be responsible for making all payments.
- f. Working Group members and volunteers from any working groups may claim back any previously agreed expenditure incurred during any Neighbourhood Plan related work on production of proof of expenditure

Conduct

- a. It is expected that all Working Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- b. Whilst Members as individuals will be accountable to their parent organizations, the Working Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.
- c. The Working Group will achieve this through applying the following principles:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief; and
 - iii. Actively promote equality of access and opportunity.

Changes to the Terms of Reference

- a. This constitution may be amended with the support of at least (two-thirds) of the current membership at a Working Group Meeting and with the approval of the parish council.

Dissolution

- a. The Working Group will be dissolved once its objectives have been attained and/or when at least (two-thirds) of its members and the parish council, consider its services are no longer required.

The Working Group will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funders and in the best interests of Winkleigh Parish.

MEMBERSHIP OF GROUP

Cllr Findlay
Cllr Odulinske
Cllr Phillips
P Warner
P Griffiths

ASSET & ASSET MAINTENANCE GROUP

(Updated 15 May 2019)

Purpose and Role of Group

To report and make recommendations on the Community and physical assets of the Parish Council

Responsibilities of Group

To include the following:

- 1) Conduct an annual inspection of the assets of the Parish Council during **July/August** and update where necessary the list of assets;
- 2) To advise the Council of the condition of the assets;
- 3) Clerk to negotiate best value for any replacements and/or repairs as necessary and advise the Council in **September** to facilitate the Council setting an appropriate budget and precept.
- 4) Provide an annual Asset report by 10th April in each year for inclusion in the Chairs Annual Report
- 5) Clerk maintains Asset Register and valuations.

Membership of Group

Jacobs, Findlay, Warner, Keys

(Asset register – Clerk)

BUNGALOW GROUP

(Updated 2^{4th} May 2018)

Purpose & Role of Group

To report on the Bungalow asset and make recommendations for the update of the Bungalow Management plan

Responsibilities of Group

To include the following:

- 1) Annual inspection & report of - Interior & Exterior of bungalow **due August** – to include annual Fire Risk Assessment and Health & Safety Assessment
- 2) Annual report to Council **due September** to include:-
 - i. Rent review and setting of rent commencing 1st April following year
 - ii. Maintenance & improvement projects with costing plan.
- 3) Ongoing review/updating of bungalow management plan.
- 4) Provide an annual bungalow report by 10th **April** in each year for inclusion in the Chairs Annual Report
- 5) Clerk is bungalow manager and primary liaison with Pure Lettings who manage the tenancy and responsible for:-
 - i. Annual service of boiler due November
 - ii. Periodic Electrical Inspections
 - iii. Reported issues to & from the Letting Agency
 - iv. Emergency issues
 - v. Holding all Bungalow tenancy and maintenance paperwork
 - vi. Updating Bungalow Management plan in consultation with bungalow group and their reports.

Membership of Group

Warner, Jacobs (Rickard)

(Clerk – Finance and Management of bungalow asset and tenancy liaison with Pure Lettings and carry out risk assessments)

CEMETERY GROUP

(Updated 15 May 2019)

Purpose & Role of Group

To report on the Cemetery Community asset and to conduct bi-annual inspections of cemetery records

Responsibilities of Group

To include the following:

- 1) Annual inspection & report of:-
 - i) Grounds maintenance / contract works due **August**
 - ii) General Grounds/ condition due **August**
- 2) Annual inspection & report of graves & headstones due **August**
- 3) Liaise with council re:-
 - i) Setting of burial rates - annually due **September** for implementation the following April.
 - ii) Setting of terms & conditions – annually due **September** for implementation the following April.
 - iii) Maintenance & improvement projects
- 4) Liaise with clerk to check the cemetery records (held and updated by the Clerk) in **March and September** each year
- 5) Provide an annual cemetery report by 10th **April** in each year for inclusion in the Chairs Annual Report.
- 6) Liaise with clerk in relation to:-
 - i) Emergency issues.

Membership of Group

Findlay, Roth, Warner

Clerk – Management of Cemetery and Cemetery Records

DEFIBRILLATOR GROUP

(Updated 23rd May 2018)

Purpose and Role of Group

To ensure effective monitoring and maintenance is carried out for the Defibrillator and any other associated equipment or accessories; to review and report on this as necessary to Parish Council.

Responsibilities of Group

To include the following:

- 1) To comply with the Memorandum of Understanding with regard to the Community Public Access Defibrillator Scheme Supplied by the South Western Ambulance Service
- 2) Daily CHECKING of the Defibrillator equipment (located on the wall beside the Kings Arms pub)
- 3) To ADVISE the Council of any issues arising
- 4) To ENSURE four-year agreement valid and checked when necessary (started Aug 2014)
- 5) To PROMOTE, co-ordinate and oversee training sessions for the Defibrillator to be arranged annually (usually around June)
- 6) To raise AWARENESS of presence and location of Defibrillator in community (eg via DW)
- 7) Provide an annual defibrillator report by 10th **April** each year for inclusion in the Chairs Annual Report

Membership of Group

Findlay, Phillips
community liaison (Clerk)

EMERGENCY PLAN GROUP

(Updated 15th May 2019)

Purpose and Role of Group

To review and report on Emergency Plan, its progress and implementation.

Responsibilities of Group

To include the following:

- 1) To REVIEW the Emergency Advice every 12 months noting any issues for updating, amending or addressing and report to Council in **June** each year.
- 2) To ISSUE (via Clerk) updated Emergency Advice for publication, display and circulation reflecting any changes¹
- 3) To LIAISE with appropriate Councillors, Reps or Groups (e.g. Defibrillator Co-coordinators) on relevant or related emergency planning issues
- 4) To REPORT and PRESENT RECOMMENDATIONS for WPC consideration when appropriate on relevant or related emergency planning issues
- 5) Provide an annual Emergency Plan report by 10th **April** each year for inclusion in the Chairs Annual Report

Membership of Group

Goldsworthy, Findlay, Phillips

¹ Councillor/s to investigate and advise changes, with master held and updated by Clerk; revised Emergency Advice to be issued with a date and version number

FINANCE GROUP & INTERNAL AUDIT

(Updated 6th December 2018)

Purpose, Role & Responsibilities of Group

Background

1. All Elected Councillors as a body are responsible for the proper conduct of the Council's financial affairs.
2. For this Council, the Clerk to the Council is the Responsible Financial Officer. The Financial Officer is responsible for:
 - i. advising the Council on the legal requirements relating to the financial aspects of its activities
 - ii. Ensuring that proper records are maintained.
 - iii. Providing the Council with such information as may be required to prepare an annual budget and set a precept.
 - iv. providing the Council with reports to enable the Council to monitor expenditure at intervals to be specified by the Council
3. Provide an annual Finance report in **April** for the Chairs Annual Report
4. The Clerk to the Council maintains a calendar of regular actions relating to the Council's management of its affairs. This includes the key dates in the year for **budget preparation and financial reporting**. All Councillors should hold a copy of this.

Budget Preparation

- **preparation of the annual budget. The Clerk provides the basic information on the previous year's expenditure, any known or probable increases in routine charges, any known new items and the inflation rate. The Finance Group considers:**
- **the needs of the coming year, including likely variations in income (principally: bungalow rent, burial fees)**
- **Precept prepares a budget and precept proposal and presents it to the Council.**
- **In doing so, it also considers, in conjunction with the relevant groups, the rent proposals, burial fee proposals and Clerk's salary proposals and makes recommendations to the Council accordingly.**

Monitoring

- **Has a role in assisting the Council in monitoring of the council's expenditure; and in developing improvements in the Council's systems for financial planning, statutory returns and management information.**
- **It is important to recognise that the Finance Group does not take over from the Financial Officer nor do they relieve elected councillors of their legal and managerial responsibility; rather it**

undertake to focus on the budget and related financial activity of the Council and provide advice and recommendations to the Council.

Unallocated Funds

Considers the unallocated funds of the Council in relation to the likely demands and risks; and recommends policy on these. Unallocated funds are those amounts remaining in the Council's accounts, which are not committed

1. As budgeted commitments.
2. As funds held by the Council in trust for other bodies (usually community bodies, which do not have a suitable bank account.

GRANTS

First week of October review grant applications received in current financial year and make report and recommendations to full Council at October PCM

Financial Calendar

September	The preparation of the budget starts with a reminder that councillors need to have any proposals with financial implications agreed by the Council in principle, together with adequate quotations or estimates.
October	The First Draft budget is prepared for the PC meeting. Major issues identified by the Council can then be discussed and a final draft budget placed before the Council for approval at the Nov. meeting
November	Budget Approval and Precept Decision.
December	No meeting (usually)
January	The District Council announces its grant to help PCs.
April	Recommends decisions on significant over or underspends at the budget year-end.

Membership of Group

Findlay,
Odulinski,
Warner
Clerk

INTERNAL AUDIT

(Updated 24th May 2018)

Purpose and Role

To review and report on **the Internal Audit policy, its progress and implementation**. Any review should balance the Council's internal audit needs and usage. It should be designed to provide sufficient assurance for the Council that standards are being met and other controls over the activities of the Council are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the Council in its responsibility for the prevention and detection of such occurrences

Responsibilities of Group

- 1) To REVIEW the Internal Audit Plan and Action Plan every 12 months in **January** and note any issues for updating, amending or progressing. To include the following:
 - a) To REVIEW the Schedule of internal audit control testing
 - b) To REVIEW THE Terms of Reference for the internal audit plan.
 - c) To REVIEW the Internal Audit Plan timetable
 - d) Recommendation on appointment of internal auditor for next financial year.
- 2) At each change of internal auditor, the Council should also review the outgoing internal audit and set out its requirements for the incoming internal audit.
- 3) Monitoring of any action plans addressing weaknesses in internal audit should be continuous until the remedial actions are complete.
- 4) The Internal Group shall not establish or delegate the discharge of its functions to a sub-group or to the Clerk/RFO
- 5) The RFO will prepare an annual report by 10th **April** each year for submission to the Chair.

INTERNAL AUDIT PLAN TIMETABLE

This Internal Audit Plan runs from 1st January to 31st December of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April

JANUARY	<ol style="list-style-type: none"> 1) The Internal Audit Working Review Party to meet with the Clerk to: <ul style="list-style-type: none"> • review the effectiveness of the Internal Audit • review the Councils system for internal financial control • review this audit plan • review Terms of Reference for the Internal Auditor 2) The Internal Audit Working Review Party to check that the Council has carried out a risk assessment in the last twelve months
FEBRUARY	<ol style="list-style-type: none"> 1) The Council to receive a report from the Internal Audit Review Party on the effectiveness of the Internal Audit 2) The Council to approve this audit plan 3) The Council to approve the Terms of Reference for the Internal Auditor 4) The Council to approve the appointment of the Internal Auditor for the next 12 months commencing April.
APRIL	START OF THE NEW FINANCIAL YEAR
MAY	<ol style="list-style-type: none"> 1) The Internal Auditor to receive the accounts for the last 12 months. 2) The Council to receive a copy of the Annual Return to the External Auditor and approve it
JUNE	The Internal Auditor to meet with the Clerk and a member of the Councils Internal Audit Working Review Party to note any issues raised by the Internal Auditor
JULY	<ol style="list-style-type: none"> 1) The Council to review any issues raised by the Internal Auditor 2) The Council to review if the Internal Audit has been carried out ethically and with integrity and objectivity 3) Council to note any issues that need to be addressed in the next audit cycle
OCTOBER	Council to receive a report from the External Auditor

Membership of Group

Findlay, Odulinski, Warner
Clerk

TIDY & WORKING GROUP

(Updated 15th May 2019)

Purpose and Role of Group

To report on, maintain and enhance where possible, or as directed the attractive visual aspect of the Parish and its cleanliness, with the help of volunteers.

Responsibilities of Group

To include the following:

- 1) Ensure path widths are maintained and kept clear;
- 2) Cut back hedges as required to keep paths clear;
- 3) Keep village signs clean;
- 4) Organise litter-picking activities when possible.
- 5) Provide an annual report by 10th **April** each year for inclusion in the Chairs Annual report

Membership of Group

Jacobs, Roth, Keys