Parish Council Function	Responsibility	Primary Person(s)
Compliance with statutory instruments and regulations e.g. policies	Clerk + Full Council	Chair/Clerk
Formal guidance	Code of Conduct	Individual Councillors
Good practise	Code of Conduct	Individual Councillors
Communication with other organisations (to be confirmed)	Clerk + Full Council	Clerk
Liaising with community - website, consultations	Full Council + Clerk	Clerk
Webmaster	Designated Councillor + Clerk	Cllr I. Cumber
Managing the Clerk - whole council is the employer	Full Council	Chair/Vice Chair
Safeguarding	Full Council	Cllr J. Lindley-Baker
H&S	Full Council + Clerk	Cllr D. Lofthouse Cllr J. Pilbrow
Roads and Highways	Full Council + Clerk	Cllr D.Nicholson
Financial risk management	RFO + Full Council	RFO Cllr D. Lofthouse
PC Finances	RFO + Full Council	RFO
Town and Country planning	Full Council	Chair/Clerk
Neighbourhood planning	Full Council	Chair
Community resource - village hall + car park	Village Hall Management Committee + Full Council	Cllr D. Lofthouse Cllr J. Lofthouse
Community resource - playing field	Playground Committee + Full Council	Cllr J. Pilbrow Cllr B. Hunter
Community environment e.g. litter	Full Council	Cllr D. Nicholson
Parish property (asset register) and documents	Clerk + Full Council	Clerk
Staff and councillor training	Full Council (to approve)	Clerk (to book)
Emergency Plan	Emergency Planning Group + Full Council	Cllr D. Lofthouse Cllr B. Hunter
Grant Applications and Fundraising	Full Council + Clerk	Cllr J. Lofthouse
Newsletters	Full Council + VH Committee	Village Hall Management Committee