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| **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 | All Councillors |
| Good practice | Code of Conduct | All Councillors |
| Communication with other organisations (to be confirmed) | Clerk + Full Council | Clerk |
| Liaising with community - website, consultations | Full Council + Clerk | Clerk |
| Managing the Clerk - whole council is the employer | Full Council | Chair/Vice Chair |
| Safeguarding | Full Council | D Beer |
| H&S | Full Council + Clerk | Cllr D. Lofthouse Cllr J. Pilbrow |
| Roads and Highways and Community Environment | Full Council + Clerk | Cllr R De Smit |
| Financial risk management | RFO + Full Council | RFO  Cllr D. Lofthouse |
| PC Finances | RFO + Full Council | RFO |
| Town and Country planning | Full Council | Cllr C Saywell |
| Neighbourhood planning | Full Council | Cllr C Saywell |
| 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 |
| Parish property (asset register) and documents | Clerk + Full Council | Clerk + Full Council |
| 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 |