| **Portfolio**  | **Portfolios and Key Deliverables** | **Portfolio lead (& project leads if different)** | **Frequency** |
| --- | --- | --- | --- |
| **FINANCE, GOVERNANCE, HEALTH & SAFETY** | ***Overall supervision of the Council and of budget, finance, Council meetings, and health & safety issues in compliance with the law***Publish regular information about parish finances, precept, and audits etcSubmit Annual Governance and Accountability Return to External AuditorOrganise the “Exercise of Public Rights” to inspect parish accountsInternal check by councillorOrganisation of independent internal auditDraft, approve, and monitor budgetHold regular Council meetings, open to public, with published agenda and timely minutesReview and update all required policies as neededEnsure adequate insurance coverage, and deal with ongoing claimsOrganise new Council electionNew councillor inductionMaintain parish subscriptions and parish access to relevant advice & trainingRisk assessments to ensure H&S compliance at all events and activitiesEnsure data protection compliance & Information Commissioner Office renewalEnsure compliance with accessibility and transparency regulations | **Gina Pearce (chair)**Parish Clerk (Anne Ogilvie)ClerkClerkJeremyClerkCouncilClerkVillage ClerkJeremy/ ClerkWODCClerkClerkClerkClerkClerk | Ongoing/per law AnnualAnnualBiennialAnnualAnnual cycleMonthlyAnnualAnnual/ongoingMay 2023By May 2023OngoingOngoingOngoingOngoing |
| **PLANNING & ENVIRONMENT** | ***Management of the village’s natural environment, and of existing and potential impacts on that environment*** Review, and comment to WODC as appropriate, upon all planning applications in the parishManage church yard and burial ground grass cutting, walls, and headstonesManage grass cutting on playing field, playground, and village greensBiennial tree survey and follow upCoordinate with OCC to ensure parish salt bins are stocked before winterContinued coordination & engagement on traffic management issuesReview and engage with village on local level climate change mitigation opportunities | **Jeremy Russ**Tom/ClerkClerkTomGinaTom | OngoingOngoingOngoingOngoingAnnualOngoingBy June 2022 |
| **BEREAVEMENT SERVICES** | ***Management of the burial ground in compliance with the law, including proper maintenance of records for any transactions, transfers and interments***Manage burial ground grass cutting and drainage | **Kevin Ward**Jeremy |  |
| **VILLAGE ASSETS** | ***Responsible for playground, village hall and its grounds and car park, pavilion, and other village assets (phonebox, benches)***External annual safety inspection of playgroundOrganise repairs as needed to playground, and weekly inspectionUpgrade village car park as funds allowUpgrade and keep village hall CCTV operationalRepair church lych-gate Annual inspection of all council assets | **Luke Caunt**Clerk ClerkJeremyTom?? Councillor | AnnualOngoingOngoingOngoingBy end 2021Annual |
| **MEDIA, EVENTS, & COMMUNITY ENGAGEMENT** | ***Supporting effective communication, resident engagement, and Council support to the Village Hall events committee*** Keep village website, Facebook page, & notice board up to date & informativeUse above channels to engage and consult with the community on parish prioritiesCoordinate with Village Hall committee to support key events (e.g. platinum jubilee) | **Tom Butler**Village ClerkGina | OngoingOngoingAnnual |