| **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 etc  Submit Annual Governance and Accountability Return to External Auditor  Organise the “Exercise of Public Rights” to inspect parish accounts  Internal check by councillor  Organisation of independent internal audit  Draft, approve, and monitor budget  Hold regular Council meetings, open to public, with published agenda and timely minutes  Review and update all required policies as needed  Ensure adequate insurance coverage, and deal with ongoing claims  Organise new Council election New councillor induction  Maintain parish subscriptions and parish access to relevant advice & training  Risk assessments to ensure H&S compliance at all events and activities  Ensure data protection compliance & Information Commissioner Office renewal  Ensure compliance with accessibility and transparency regulations | **Gina Pearce (chair)**  Parish Clerk (Anne Ogilvie)  Clerk  Clerk  Jeremy  Clerk  Council  Clerk  Village Clerk  Jeremy/ Clerk  WODC Clerk  Clerk  Clerk  Clerk  Clerk | Ongoing/per law  Annual  Annual  Biennial  Annual  Annual cycle  Monthly  Annual  Annual/ongoing  May 2023 By May 2023  Ongoing  Ongoing  Ongoing  Ongoing |
| **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 parish  Manage church yard and burial ground grass cutting, walls, and headstones  Manage grass cutting on playing field, playground, and village greens  Biennial tree survey and follow up  Coordinate with OCC to ensure parish salt bins are stocked before winter  Continued coordination & engagement on traffic management issues  Review and engage with village on local level climate change mitigation opportunities | **Jeremy Russ**  Tom/Clerk  Clerk  Tom  Gina  Tom | Ongoing  Ongoing  Ongoing  Ongoing  Annual  Ongoing  By 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 playground  Organise repairs as needed to playground, and weekly inspection  Upgrade village car park as funds allow  Upgrade and keep village hall CCTV operational  Repair church lych-gate  Annual inspection of all council assets | **Luke Caunt**  Clerk  Clerk  Jeremy  Tom  ?? Councillor | Annual  Ongoing  Ongoing  Ongoing  By end 2021  Annual |
| **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 & informative  Use above channels to engage and consult with the community on parish priorities  Coordinate with Village Hall committee to support key events (e.g. platinum jubilee) | **Tom Butler**  Village Clerk  Gina | Ongoing  Ongoing  Annual |