

Roles & Responsibilities at Thurcroft Parish Council

Version 1.0



Thurcroft Parish Council

THURCROFT CEMETERY RULES AND REGULATION

Roles and responsibilities of Thurcroft Parish Council

The RFO

- Setting and managing the budget and precept
- Set up transactions on the bank and wages – the council approve these payments never the RFO
- Approve invoices & check transactions on the bank
- Reconciling the 4 bank accounts monthly and reporting to the council
- Internal and external audit preparations and paperwork, plus any questions regarding the audit
- Closing the financial years accounts
- Banking money – never alone if banking cash
- RFO can purchase general office equipment without approval
- RFO has an emergency health and safety budget to use without approval
- RFO can make purchases with the approval of the chair
- Main contact with the bank and CCLA
- Named person on the council bank card and responsible for usage
- Responsible for moving money
- Responsible for getting the best value for money for the council

The Clerk

- Responsible for the agenda and minutes
- Obtains quotes on behalf of the council
- For all aspects of the cemetery including paperwork, invoices, burials, plaques, selecting plots and all the legalities that arise from the cemetery
- Website administration, Facebook and all other social media and advertising
- All bookings at the Gordon Bennett including ad hoc and regular user groups
- All policy reviews and documentation amendments
- Actioning the council's decisions
- As a point of advice to the council regarding legalities and the power of spend
- Attending meetings on behalf of the council
- Managing the staff members of the council
- Are the point of contact for the council
- Requests funding on behalf of the council
- Liaises with other community organisations
- Is the first point of contact for queries from members of the public, other organisations and council members
- Finds way to work with the local community and improve the image of the council
- Attends clerk meetings and any training the council/clerk requires



Thurcroft Parish Council

THURCROFT CEMETERY RULES AND REGULATION

- Making sure the council are following all legal acts including health and safety, data protection, Disability discrimination act, safeguarding etc
- Can suggest best practice, but not sway the council to a personally preferred vote
- Is not expected to attend events, except Remembrance Sunday, unless specifically asked by the council

Deputy Clerk

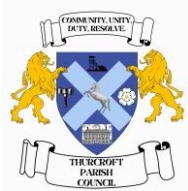
- Has the same responsibilities as the clerk when the clerk is absent
- Is an authorised user of the council bank card
- Current deputy focuses on event planning, advertising, website administration and Facebook along with requesting quotes
- The administrator actions all bookings on Scribe, chases payments, produces invoices, checks the bank, and actions the administration of the cemetery. Clerk actions in their absence, or if urgent
- All office staff are responsible for the cemetery – a plot number must be independently checked before releasing to an undertaker
- Deputy clerk and admin are not expected to attend events unless specifically asked to by the council

All Councillors

- Are summoned to attend meetings
- Make decisions
- Check for value for money
- Approve the budget and precept
- Question the actions of the council and who will benefit from those decisions
- Responsible for the employees of the council
- To approve all spend except for as discussed under the RFO
- Follow the code of conduct which includes the seven principles of public life (the Nolan principles) which are: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership

MUST

- Declare a pecuniary interest in any item on the agenda. **IT IS A CRIMINAL OFFENCE TO NOT DECLARE A PECUNIARY INTEREST**
- Must leave the room when the interest is being discussed
- Stick to the code of conduct and civility and respect policy
- Understand that being a councillor comes with responsibilities and has consequences
- Keep council business within the council and off social media
- Follow best practices within the council



Thurcroft Parish Council

THURCROFT CEMETERY RULES AND REGULATION

- Carry out any training as requested by the council
- Give the benefit of the doubt and find out all the information before making conclusions
- Understand that anything put in writing can be subject to a Freedom of Information request and can be scrutinised by the public and can damage the reputation of the council
- Act as role models within the community, including having high standards of personal conduct
- Act in the public interest and not for private gain
- Discuss any issues with the clerk in the first instance
- Are expected to attend events run by the council, especially if members of the events committee

MUST NOT

- Purchase anything on behalf of the council
- Obtain quotes
- Arrange any contractor on behalf of the council
- Make individual decisions on behalf of the council without discussing and approval of full council
- Personally benefit from council decisions
- Use the council bank card
- Bring the council into disrepute

CHAIR OF THE COUNCIL

- Meetings - Presides, ensures order, fairness and lawful decisions. May convene extraordinary meetings if necessary and signs the meeting minutes once approved. Has the casting vote if votes are tied.
- Leadership - Provides direction, upholds standards, encourages teamwork. Promotes good relations with residents, local groups and RMBC.
- Representation – Acts as the public face of the council
- Governance – Upholds law, policy and good practice. Preventing or managing conflicts between members through diplomacy and fairness.
- Conduct – Model civility, impartiality and respect
- Limits – No personal decision-making authority outside council
- Relationship with the clerk – Support, not direct, ensure effective partnership. Chair and clerk must meet regularly to plan agendas and review actions. Must support the clerk in carrying out lawful and effective administration. Ensure councillors respect the clerk's professional role and avoid undermining them

The role is one of leadership, facilitation and representation, not management or control.

VICE CHAIR



Thurcroft Parish Council

THURCROFT CEMETERY RULES AND REGULATION

- Deputising – In the absence of the chair, the vice chair shall exercise all powers and duties of the chair
- Support – Work closely with and assist the chair
- Leadership – Help uphold good conduct and effective governance
- Representation – Attend events and meetings when delegated
- Continuity – Ensure smooth transition if the chair is unavailable or leaves office
- Conduct – Model civility, fairness and respect

Committee Chairs

- Meeting management – chair meetings, maintain order, ensure clear decisions
- Agenda & Clerk Liaison – Work with clerk to prepare agendas and reports
- Governance – Ensure decisions follow law, standing orders, and terms of reference
- Reporting – Present committee recommendations to full council
- Conduct – Model civility, impartiality and respect
- Leadership – Encourage participation and team decision making
- Limits – Cannot act independently or outside committee authority
- Committees have no power of spend or decision-making powers– every proposal must be approved by full council