Charney Bassett Parish Council
Councillor Appointments, Membership of Groups and Volunteers

Parish Councillors - Specific Responsibilities		
Subject	Post Holder	Notes
Banking	Cllr. D Roberts	One of two signatures required to sign cheques and authorise payments by BACS
	Cllr. D Nellist	One of two signatures required to sign cheques
	Cllr. M Castle	One of two signatures required to sign cheques and authorise payments by BACS
	Cllr. E Campbell	One of two signatures required to sign cheques and authorise payments by BACS
Transportation	Cllr. K Adamson	Liaison with OCC, including attendance at Parish Transport Representative Meetings
Footpaths	Cllr. K Adamson	Ensuring existing network is open and well maintained
Health	Cllr. M Castle	Monitors issues which may have a bearing on service provision locally
Planning	Cllr. K Adamson	Monitors relevant planning applications, consultations and policy developments
Emergency Plan	Cllr. D Nellist	Produce/Update a Plan and liaise with contacts as necessary
Grass Cutting	Clerk	Monitors effectiveness of cut and liaises with contractor as necessary
Allotments	Cllr. D Roberts	Authorises allocation of plots considering recommendation from CLAP
Defibrillator	Cllr. D Roberts	Manage effective operation of defibrillator. (shared responsibility with Mr R Podd)
Parish Council Appointments to Independent Organisations		
Organisation	Post Holder	Notes
CHAFT	Cllr. M Castle Cllr. E Campbell	CHAFT Charity Scheme requires two Representative Members to be appointed as Trustees
(CHAFT) Joint Liaison Group	Cllr. D Roberts Cllr. D Nellist Clerk	CHAFT and the Parish Council appoints 3 representatives each to discuss issues of mutual interest. ToRs agreed by both organisations and posted on Village website.
CLET	Mrs S Dobson or Mr N Adamson Cllr. M Castle	CLET Constitution requires appointment of two persons to represent the Parish Council. CLET reviews appointments every 4 years.
Longworth Area Trust	Cllr. M Castle	Charity Scheme requires appointment of a Parish Councillor
Appointments to Groups allied to the Parish Council		
Group	Post Holder	Notes
Charney Army	Mr C Eld	ToRs (approved at PC meeting of 09.05.2018) require Parish Council to agree the Lead.
Road Safety Group Lead	Cllr. D Roberts	ToRs approved by PC (12.01.2022) and endorsed by the Group (02.03.2022). Members are: Mr I Graham; Mr T Brown; Mr S Champion; Mr C Eld.

Parish Councillor	Cllr. D Nellist	
Communications Group Lead PC rep Chatter Editor/ email management Village Website Editor	 Mrs S Wright Cllr E Campbell Mrs S Wright & Mrs A Graham Mr J Wright	ToRs (approved at PC meeting of 11.07.2018) requires Parish Council to agree all members, one of which is to be a Parish Councillor. Lead is confirmed by the Group.
History and Archaeology Group (Co-ordinator/ Website Manager)	Mr I Graham	ToRs approved at PC meeting of 11.01.2023. Requires Parish Council to agree a co-ordinator and website manager.
Lost Paths Group	Clerk	ToRs approved at PC meeting 14.11.2018. Researches potential for re-opening any lost paths. Current membership – Messrs Brown, Ody and Mrs Gerring.
Charney Mill Project Lead	Cllr. D Roberts	Considers need for repairs (requirement of OCC lease) and potential future use. ToRs not yet formalised. Current membership – Messrs Roberts, Brown, Champion, Hedge and Hawkins.
Allotments Group (CLAP)	Mr M Gooding	Manages Buckland Road Allotment Site on behalf of the Parish Council. Terms of Reference agreed 13.03.2024. CLAP to adopt its own Constitution.
Other Appointments/Volunteer Roles		
Role	Post Holder	Notes
Internal Audit	Mr B Trotman	Advises Parish Council on adequacy of Finance and Governance arrangements
Neighbourhood Watch	Vacant	Liaison with Neighbourhood Watch and filtering of alerts for Charney Chatter.
Faringdon East NAG	Vacant	ToRs set by TVP. Village can appoint one or more village representatives to represent the community. Does not need to be a PC. Self-nomination by interested individuals also allowed
SpeedWatch	Mrs R McClintock	Initiative managed by TVP which provides operational guidelines and insurance. Charney is a self-contained Group with its own equipment.
Pothole Super User	Vacant	Authorised by OCC to directly appoint a contractor for potholes to be repaired
Trough on Village Green	Chequers PH	Planting and Upkeep of Floral Display
Buckland Road entry	Mr/Mrs Brookes	Maintenance of village floral display
Longworth Road entry	Mr/Mrs McLintock	As above
Lyford Road entry	Mr/Mrs Daglish	As above
Denchworth Road entry	Mr/Mrs Roberts	As above

Reviewed and updated at Annual Parish Council Meeting 8th May 2024 (minute CBPC 24/40)

Highlighted text denotes changes