

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

Parish Councillors - Specific Responsibilities		
Subject	Post Holder	Notes
Banking	Cllr. D Roberts	Two signatures are required to sign cheques and authorise payments by BACS for the PC
	Cllr. M Castle	As Above
	Cllr. E Campbell	As Above
	Cllr. T Burge	As Above
Personnel Sub-Cttee	Cllr. D Roberts	Meets in confidential session to consider staffing issues
	Cllr. M Castle	
	Cllr. T Burge	
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. M Castle	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. T Burge Cllr. E Campbell	CHAFT Charity Scheme requires the PC to appoint two Representatives as Trustees
(CHAFT) Joint Liaison Group	Cllr. D Roberts Cllr. M Castle 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	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 associated with the Parish Council		
Group	Post Holder	Notes
Charney Army Lead	Mr C Eld	ToRs require PC to agree Lead. Mr Eld is a Data Controller for PC under GDPR.

Road Safety Group Lead/Parish Councillor	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.
Communications Group Lead and PC rep Chatter Compiler/ email management Village Website Editor	Cllr E Campbell Mr Hugh Taylor Mrs A Graham	ToRs (approved at PC meeting of 11.07.2018) requires PC to agree all members, one of which is to be a Parish Councillor. Lead is confirmed by the Group. Tracey Burge and Helen Frankland are editors for alternate issues of Charney Chatter Mr Taylor is a Data Controller for the PC under the GDPR. Mrs Graham is assisted from time to time by John Wright (former website editor).
History and Archaeology Group (Co-ordinator/ Website Manager)	Mr I Graham	ToRs approved at PC meeting of 11.01.2023. Requires PC to agree a co-ordinator and website manager. Mr Graham is a Data Controller for the PC under GDPR.
Lost Paths Group	Clerk	ToRs approved at PC meeting 14.11.2018. Researches potential for re-opening any lost paths. Current membership – Messrs Whiteside (Chair), 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 and Hedge.
Allotments Group (CLAP)	Mr M Gooding	Manages Buckland Road Allotment Site on behalf of the PC. ToRs agreed 13.03.2024. CLAP to adopt its own Constitution. Mr Gooding is a Data Controller for the PC under GDPR.
<b>Other Appointments/Volunteer Roles</b>		
<b>Role</b>	<b>Post Holder</b>	<b>Notes</b>
Internal Audit	Mr B Trotman	Advises Parish Council on adequacy of Finance and Governance arrangements
Neighbourhood Watch	Vacant	Registration and 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 reps to represent the community. Does not need to be a Cllr. 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	Mrs S Wright	Planting and Upkeep of Floral Display
Buckland Road entry	Mr/Mrs Brookes	Maintenance of village floral display
Longworth Road entry	Mr/Mrs McClintock	As above
Lyford Road entry	Mr/Mrs Daghish	As above
Denchworth Road entry	Mr/Mrs Roberts	As above

Reviewed and updated at Annual Parish Council Meeting 10<sup>th</sup> September 2025 (minutes CBPC 25/69 and 25/80)