

# Newton St Cyres Parish Council

## Councillors' Reference Information

Items marked green are available on the Parish Council website

Items in black are provided in hard copy

NSC Parish Council Contacts List

Councillors' areas of responsibility

Parish Council Meeting Dates

Risk assessments:

Risk Assessments - Overall risk

Risk Assessment of Assets

Litter Pickers

Neighbourhood Watch

Arboretum

Community Speedwatch

Working from home

Village Hall Car Park

Terms of Reference for Committees

Parish Council Insurance Papers

Assets Register

MDDC Parish Council Charter

Welcome Leaflet

Councillors Distribution areas

Parish Map

A Guide to the Local Council Award Scheme

Action Plan

Housing Needs Survey

Footpath Support ? Agree responsibilities at May meeting

### **Regulations**

Financial Regulations (and on website)

Standing Orders (and on website)

Powers and Duties of Parish Councils

### **Policies, Plans and Codes**

Code of Conduct (and on website)

Community Engagement Strategy

Complaints Procedure

Community Resilience Plan

Co-option Policy

Digital and Social Media Policy

Equal Opportunities Policy

Freedom of Information Act

Grant Giving Policy

Press/Media Communications Policy

Temporary Signs on the Village Green

Training and Development Policy

## **Agreements**

Allotment agreement with tenants  
Allotment agreement with Quicke  
Arboretum Licence  
Car Park Agreement, copy of Land Registry  
School Footpath agreement  
Village Green Agreement  
Letter from DCC re transfer of ownership of local flood warning system and maintenance contract  
Memorandum of Understanding – installation and maintenance of rain gauge  
Operation and maintenance of flood warning system 2015-2018  
HM Land Registry – Land at the Arboretum (new graveyard)

## **Documents**

Parish Plan 2016  
Parish Plan 2008  
Annual Report and Directory (and on website)  
The Good Councillor Guide

## **Clerk related – provided to Personnel committee**

Clerk's Contract and Job Description  
Clerk's Workload Priorities  
NALC National Salary Guidance  
Clerks annual diary