As notified to us by a qualified Parish Clerk – A summary guide of Responsibilities and Duties: October 2026

Position	Role	Responsibility	Duty
COUNCIL	The Role of the Council is to: • Represent Residents' interests • Hold public meetings • Ensure Council assets are properly managed	All parish councils have a right, under the Town & Country Planning Act, to be notified of planning applications.[1] Smaller parish councils, where no land is owned or managed, may also offer grants to local groups, provide defibrillators, manage allotments, provide litter bins, road safety signs, grit bins, support the parish magazine or village hall.	The Council has a duty to hold at least 3 meetings a year plus the Annual Meeting in May.[2] The Council must appoint a Chairman at the Annual Meeting.[3] The Council has a duty to provide: • Allotments, if required [4] • Litter bins, support for anti-litter campaigns [5]
COUNCILLOR	The Councillor's Role is to represent the interests of residents	Councillors are responsible for: • Receiving enquiries from residents and informing the Council of matters that need attention. • Attending all Council meetings except when having a good reason not to. • Considering and deciding upon planning applications. • Attending meetings with outside bodies as representatives of the Council, by agreement with the Chairman.	Upon being elected, or otherwise taking office, Councillors have a duty to: • Make a Declaration of Acceptance of Office [6] • Complete a Register of Interests form [7] • Comply with the Council's Code of Conduct and Standing Orders [8]

[1] Town and Country Planning Act 1990 (as amended) s 61W
[2] Local Government Act 1972 Sch 12 para 8
[3] Local Government Act 1972 s 15 (1)(2)
[4] Small Holdings and Allotment Act 1908, ss 23, 25 & 42
[5] Litter Act 1983, ss 5 & 6
[6] Local Government Act 1972, s 83(4)
[7] Localism Act 2011, ss 29-34
[8] Localism Act 2011, ss 27-28

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CHAIRMAN	The Chairman's main role is to: • Run Council meetings • Sign legal and financial documents	The Chairman is responsible for: • Chairing meetings of the Council and signing the minutes • Controlling discussions and making the casting vote if necessary. • Liaising with the Clerk to ensure that matters voted upon by Council are actioned. • Representing the Council at official events. • With other Councillors, appoint the Clerk and Responsible Finance Officer (RFO). • With other Councillors, and the Clerk/RFO, monitor expenditure, decide spending priorities, set the precept.	The Chairman has a duty to: • Make a Declaration of Acceptance of Office as Chairman in the prescribed form [9] • Preside at meetings and control proceedings [10] • Sign the Minutes of Meetings [11] • Sign legal and financial documents • Receive notices of resignation • In the case of an equality of votes in the election of a chairman, the person presiding at the meeting shall give a casting vote in addition to any other vote he may have [12]
CLERK	The Clerk's role is to carry out the administrative functions of the Council in accordance with legislation	The Clerk is responsible for: • Issuing Notices of Council Meetings 3 clear days before the meeting. It must contain the time and place of the meeting and business to be transacted. • Ensuring that all Council's activities are properly permitted by legislation. • Taking minutes of meetings including details of bank balances receipts and payments and publishing on the website. • Receiving and sending correspondence and answering queries from the public. • Keeping an up-to-date Register of Assets. • Researching information at the request of the Chairman and Councillors. • Ensuring the public are kept informed about the Council's activities.	The Clerk has a duty to: • Publish Notices and Agendas of Meetings [13] • Publish the Council's official governance documents on the website in accordance with the Transparency Code [14] • Subject to the direction of the Council the Clerk must keep parish documents and records in custody • Sign certain notices and summonses The extent to which the clerk's duties are defined by general law is now obscure. For this reason, their duties and remuneration should be specified in a written contract.

[9] Local Government Act 1972, s 83(4)

[10] Local Government Act 1972 Sch 12 para 11(1)

[11] Local Government Act 1972 Sch 12 para 41

[12] Local Government Act 1972 s 15(3) [13] Local Government Act 1972, s 243, and Sch 12, 10(2)(a)(b)

[14] Transparency Code for Smaller Authorities, Department for Communities and Local Government, December 2014

Position	Role	Responsibility	Duty
RESPONSIBLE FINANCE OFFICER	The Responsible Finance Officer's (RFO) role is to administer the Council's finances	The RFO is responsible for: • Keeping accurate accounting records • Reporting bank balances, payments, receipts at every Council meeting • Reporting actual expenditure against budget 4 times a year • Reviewing the Council's Risk Assessment annually and arranging insurance to cover all risks identified and all assets in the Asset Register • Making payments to suppliers as authorised by Council • Complying with requirements of Auditors • Requesting annual precept in January following assessment of future spending requirements with Chairman • Arranging interim audits of financial records • Preparing annual financial statements for the external auditor	It is the duty of the RFO to: • Decide how to keep financial records subject to the wishes of the Council and complying with proper practice laid down by the Secretary of State [15] • Supply all documents and information required by the internal auditor [16]

[15] Governance and Accountability for Smaller Authorities in England, published by JPAG
[16] Accounts and Audit Regulations 2015, reg 5