



Aston on Trent Parish Council - Responsibility Matrix										
Area of Responsibility	Frequency	Catherine	Edward	Haydn	Jean	Helen	Steve	Tony	Chris	Mike
Community										
ACORN	Quarterly			X						
Alvaston Patient Group	Bi-Monthly				2					1
Area Forum	Quarterly				X					X
Aston Charities & Welfare	Quarterly	1			2					
Community Group	6 Monthly				2		1			
Memorial Hall	Monthly	1			2					
Neighbourhood Watch	Quarterly							1		2
Parish Council Well Dressing Display advisory group	Ad hoc	X			X	X				X
Police / Safer Partnership	Quarterly		1		2					2
SDDC Liaison	Quarterly						2	1		
Village enhancements	Annual	X				X				
Education										
Aston School Governor	Monthly			X						
Environment										
Parish Council Rights of Way / Footpath advisory group	6 Monthly			X		X	X			
Burial Ground	6 Monthly		X		X		X			X
EMA	Bi-Monthly								X	X
Grass Cutting	Feb - Sept		X							
Mineral Extraction	6 Monthly			X			X			
Race Track	Quarterly	X	X							
Richmond Villages	Monthly						X	X		
SAVE	Monthly				2	2	1			
Well Dressing	Quarterly							X		
Recreation										
Parish Council RIA Refurbishment group	As required								X	X
Recreation Centre	Quarterly								X	X
Parish Council Governance										
Chair	Monthly		X							
Finance advisory group	Quarterly		X	X			X	X		X
Freedom of Information / Data Protection advisory group										
Health and Safety										
Liaison Weston PC	Quarterly							X		
Personnel / Employment advisory group	Quarterly			X						X
Vice Chair	Monthly							X		

Terms of reference for Parish Council Advisory Groups

The Parish Council advisory groups hold / attend meetings representing the Parish Council are responsible for making recommendations to the full Parish Council via an agenda item. These groups cannot make any decisions, authorise works, agree costs or authorise payments on behalf of Aston Parish Council as per the Standing Orders.

Terms of reference for Parish Council RIA Refurbishment Group

The Parish Council RIA Refurbishment Group are a sub committee working with the RIA sub committee to determine the scope of works for the phase 2 development of the Recreation Centre. They have the authority to agree plans and report back to the Parish Council for any decisions outside the scope that has been agreed by the Parish Council. The RIA refurbishment group will make recommendations to the Parish Council with regard to the tender process but it is the responsibility of the Parish Council to approve and award the contract. The group will act as Project Managers for the day to day development of the refurbishment within the scope of the schedule of works agreed. Any financial decisions will be made by the full Parish Council as per standing orders.