

*LPC Roles and Responsibilities
May 2025*

<i>Role</i>	<i>Responsibility</i>
<i>Arrange annual review of statutory documents</i>	<i>Clerk</i>
<i>Bank account and other online assets</i>	<i>Cllr Driver</i>
<i>Bus shelter management</i>	<i>Cllr Hickman</i>
<i>Church and PCC liaison</i>	<i>To be assigned</i>
<i>Financial reporting</i>	<i>Clerk</i>
<i>Gaydon Community liaison</i>	<i>Cllr Hickman</i>
<i>GLH liaison</i>	<i>Andy Smith*</i>
<i>Grass cutting</i>	<i>Clerk</i>
<i>Khalsa liaison</i>	<i>Cllr Hickman & Cllr Reynolds</i>
<i>Newsletter production</i>	<i>Rota</i>
<i>Noticeboard</i>	<i>Clerk</i>
<i>Pavilion Café liaison</i>	<i>Cllr Hickman & Clerk</i>
<i>Planning</i>	<i>Cllr Thomas</i>
<i>Play area</i>	<i>Cllr Eason</i>
<i>Road issues</i>	<i>Cllr Thomas</i>
<i>Review insurance prior to renewal</i>	<i>Clerk</i>
<i>Social media and email list</i>	<i>Clerk</i>
<i>Speed watch</i>	<i>Cllr Hickman</i>
<i>Street lighting</i>	<i>Cllr Hickman</i>
<i>Tree issues</i>	<i>Cllr Eason</i>
<i>Utility issues including water, electricity & telecoms</i>	<i>Clerk</i>
<i>VAS battery and location move</i>	<i>Cllr Thomas</i>
<i>Village Hall Committee liaison</i>	<i>Cllr Driver</i>
<i>Website</i>	<i>Cllr Driver</i>
<i>Local Parish Councils Liaison</i>	<i>Cllr Eason</i>

**Volunteer*