

**THE FOLLOWING MEMBERS OF SHADOXHURST PARISH COUNCIL UNDERTOOK THE FOLLOWING
RESPONSIBILITIES FOR THE YEAR MAY 2014 – MAY 2015**

ELECTION OF OFFICERS TO COMMITTEES

KALC – Mrs Kozlowski and Mr Frost

Police – Miss Smith

Planning Committee – Miss Smith (Chair), Mr Buss, Mr Howe and Mr Hollands (ex officio)

Shadoxhurst Charities – Mrs Kozlowski and Mr Hollands

Parish Forum – Miss Smith and Mr Hollands

Chilmington Green – Mr Frost and Mr Porter

DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Documents – Mr Hollands

Six Monthly Review of Fixed Assets – September – Miss Smith and Mr Buss

March – Mr Howe and Mr Porter

Six Monthly Risk Assessment – September – Miss Smith and Mr Buss

March – Mr Howe and Mr Porter

Internal Parish Council Audit – Mr Kevin Funnell

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Hollands

Weekly Play Area Safety Check – Mr Buss

Annual Play Area Safety Check – The Play Inspection Company

Newsletter and Website – Mrs Kozlowski

Review of Emails – Mr Buss

Review of Post Received – All councillors to receive round robin

Footpaths – Mr Howe

Tree Warden – Mr Hollands

Village Hall – Mrs Kozlowski will check the hall before the weekly bookings. The remaining councillors will take it in turns to check after weekend bookings