

SHADOXHURST PARISH COUNCIL 2018/2019

ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Hall/Pavilion and Recreation Committee Advisory Committee – Mr Cass, Mrs Ellis
Mrs Procter,
Planning Co-ordinator – Mr Richmond Coggan
Local Plan Group – Not required
KALC – Mr Ledger and Mrs Procter
Parish Forum – Mr Ledger, Mrs Ellis and Mr Cass
Police Committees – Mr Cass
Shadoxhurst Charities – Mr Ledger, Mr Ellis and Mr Richmond Coggan
Chilmington Green – Any available councillor
Joint Parishes Traffic Committee – Mr Ledger
Representatives on Village Forum – Mrs Procter
Conservation Area Advisory Group – Mr Crowley, MRs Ellis, Mr Cass and
Mr Richmond Coggan
Disciplinary and Grievance Committee – Mr Crowley, Mr Cass and Mrs Ellis
Appeals Committee – Mr Richmond Coggan, Mrs Procter and Mr Carroll
Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish
Council if required – Available councillors
Communications Group – Mrs Ellis, Mr Richmond Coggan and Mr Ledger
Finance and Policy Group – Mr Crowley, Mrs Ellis and Mr Richmond Coggan
Any other Committees requested by Councillors – None

Resolution: Councillors unanimously agreed to the above appointments

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review all Parish Council paperwork – August – Finance and Policy Group
Six Monthly Review of Fixed Assets – September and March – Finance and Policy Group
Six Monthly Risk Assessment/Financial Risk Assessment – September and March – F & P
Internal Parish Council Audit – Mr L Robbins
Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors
Weekly Play Area and CEE Safety Check – Mrs Procter
Annual Inspection of Play Area and CEE – The Play Inspection Company
Councillors responsible for Website and Publicity – Communications Group
Councillors responsible for assisting with Transparency and Data Protection – Mr
Crowley
Councillors responsible for accuracy of Council Policies – Finance and Policy Group
Councillor responsible for Post and Emails – All Councillors
Councillors responsible for checking Village Hall following hiring – All councillors
Councillor responsible for Returning Questionnaires – Mrs Procter
Councillor responsible for Footpaths – All councillors
Tree Warden – All councillors
Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments