

SHADOXHURST PARISH COUNCIL 2019-2023

ELECTION OF OFFICERS TO ADVISORY GROUPS AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL

Village Hall Advisory Group – Mr Cass, Mr Carroll plus one member of the public
KALC – Mr Ledger and Mr Richmond Coggan
ABC Parish Forum – Mr Cass
Police Committees – Mr Crowley
Shadoxhurst Charities – Mr Ledger, Mr Richmond Coggan and Mrs Ellis
Chilmington Green – Any available councillor and Mr Finnis as non-Parish Council member
Joint Parishes Traffic Committee – Mr Ledger
Representatives on Village Forum – Defer to future meeting
Conservation and Heritage Advisory Group – Mr Crowley, Mr Richmond Coggan with Mrs Ellis and Mr Williams as non Parish Council members
Utilities Advisory Group – Mr Ledger and Mr Finnis as non-Parish Council member
Disciplinary and Grievance Committee – Mr Crowley, Mr Cass
Appeals Committee – Mr Crowley, Mr Cass
Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Available councillors
Communications Group – Mr Richmond Coggan and Mr Crowley
Finance, Governance and Policy Group – Mr Crowley, Mr Richmond Coggan
Charitable Land Trust – Mr Cass, Mr Ledger and Mrs Ellis as non-Parish Council member
Highways and Byways – Mr Carroll and non-Parish Council members
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
Councillors Responsible for Finance – Finance, Governance and Policy Committees
Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors
Weekly Play Area and CEE Safety Check – Mr Carroll
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 – All Councillors

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 – Mr Richmond Coggan
Councillor responsible for completing Grant applications – Mr Crowley
Councillor responsible for producing the Newsletter – All councillors plus non-Parish Council
Councillor responsible for Footpaths – All councillors
Tree Warden – All councillors
Councillor to review Planning Applications – Mr Richmond Coggan

Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments

[May 2019]