

SHADOXHURST PARISH COUNCIL

ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL

KALC – Mr Ledger and Mr Richmond Coggan
Local Plan Group – Mr Ledger and Mr Richmond Coggan
Parish Forum – Mr Ledger and Mr Carroll
Police Committees – Mr Cass
Planning Committee – Mr Richmond Coggan (Chair), Mr Carroll, Mrs Procter and Mr Ledger (ex officio)
Shadoxhurst Charities – Mr Ledger, Mrs Ellis and Mr Richmond Coggan
Village Hall – Mr Carroll, Mr Ledger, Mrs Procter and Mrs Ellis
Councillor to serve on reciprocal Complaints Committee for Woodchurch Parish Council if required – Any available councillors
Chilmington Green – Mr Ledger and Mr Cass
Joint Parishes Traffic Committee – Mr Ledger and Mr Cass
Village Forum Co-ordinator – Mr Ledger
Any other committee requested by Councillors – None

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of Parish Council Documents – Mrs Ellis
Six Monthly Review of Fixed Assets – September and March) Mrs Procter, Mr Crowley

Six Monthly Risk Assessment – September and March)
Internal Parish Council Audit – Mr Robbins
Councillors Responsible for Finance – All Councillors
Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors
Weekly Play Area Safety Check – Mr Crowley and Mrs Procter
Annual Play Area Safety Check – The Play Inspection Company
Councillor Responsible for Newsletter and Website and Transparency – Mr Cass
Councillor Responsible for Emails – Mr Ledger
Councillor Responsible for Post – All councillors
Councillors Responsible for inspecting the Village Hall – Councillors to continue to take responsibility on a monthly basis
Councillor with Responsibility for Returning Questionnaires – Mr Cass
Footpaths – All Councillors
Tree Warden – All Councillors
Any other responsibilities put forward at meeting – None

[June 2017]