

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

ELECTION OF OFFICERS TO COMMITTEES

Finance and Policy Committee – Mr Krause (chair), Mrs Sutcliffe and Mr Parker

Village Hall Committee – Mr Howard

KALC – Mr Krause

Parish Forum – Mr Krause

Police Committees – Mr Parker

Planning Committee - Mr Howard (Chair), Mrs Sutcliffe and Mrs Hogben, Ex Officio –Mr Krause

DELEGATION OF RESPONSIBILITIES

Annual Review all Parish Council paperwork – August – Finance & Policy Committee

Six Monthly Review of Fixed Assets – September and March – Mr Parker

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Mr Parker

Internal Parish Council Audit – Mr K Funnell

Finance – Finance & Policy Committee

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

Weekly MUGA and Youth Shelter Safety Check – Mr Collins

Annual Inspection of MUGA and Youth Shelter – The Play Inspection Company

Councillors responsible for Website and Publicity – Mr Krause

Councillor responsible for Post and Emails – Mr Krause