

COUNCILLOR RESPONSIBILITIES FOR THE REMAINING TERM OF THIS COUNCIL AS AT MAY 2017

ELECTION OF OFFICERS TO COMMITTEES

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

Village Hall Committee – Mrs Parker

KALC – Mr Parker and Mr Fothergill

Parish Forum – Mr Parker

Police Committees – Mr Libbeter

Planning Committee - Mr Howard (Chair), Mrs Sutcliffe, Mr Cook and Mr Libbeter
Ex Officio –Mr Parker

Councillor to serve on reciprocal Complaints Committee for Little Chart Parish Council
if required – Available councillors

Any other Committees requested by Councillors – None

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 L Robbins

Finance – Finance & Policy Committee

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

Weekly MUGA and Youth Shelter Safety Check – Mr Cook

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

Councillors responsible for Website and Publicity – Mr Fothergill

Councillor responsible for Post and Emails – All Councillors

Councillor responsible for Returning Questionnaires – Mrs Sutcliffe and Mr Cook

Councillor responsible for Submitting Report to Kentish Express – Mr Fothergill

Any other responsibilities put forward by Councillors