

THE FOLLOWING MEMBERS OF BROOKLAND PARISH COUNCIL UNDERTOOK THE FOLLOWING RESPONSIBILITIES FOR THE YEAR MAY 2018 – MAY 2019

ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES

Village Hall Committee – Councillor Saxby

KALC – No Representative

Parish Forum – N/A

Police Committees – Councillor Saxby

Marsh Forum – Councillors Hill and one other as available

Disciplinary and Grievance Committee – Councillors Wallington, Saxby and Roberts

Appeals Committee – Full Council

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

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 – Councillor Saxby

Six Monthly Review of Fixed Assets – September and March – Councillors Saxby and Wallington

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Councillors Saxby and Wallington

Internal Parish Council Audit – Mr L Robbins

Councillor responsible for Finance – All councillors

Annual Review of Insurance Arrangements – On receipt of renewal – All Councillors

Weekly MUGA Safety Check – Councillor Wallington

Annual Inspection of MUGA – The Play Inspection Company

Councillors responsible for Website and Publicity – Councillor Saxby

Councillors responsible for assisting with Transparency and Data Protection – Councillor Saxby

Councillors responsible for accuracy of Council Policies – All Councillors

Councillor responsible for Post and Emails – All Councillors

Councillor responsible for Returning Questionnaires – Councillor Saxby

Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments