

BROOKLAND PARISH COUNCIL COUNCILLOR RESPONSIBILITIES 2016-2017

ELECTION OF OFFICERS TO COMMITTEES FOR THE TERM OF THE COUNCIL

Finance and Policy Committee – Councillors agreed not to form a F and P Committee

KALC – Mrs Saxby

Police Committees – Mrs Wallington

Village Hall – Mrs Saxby

All Parishes Meeting – Mrs Coleman and Mr Hill

Planning Committee – Mrs Wallington (chair), Mrs Coleman and Mr Burgoyne

Mrs Saxby (ex officio)

Marsh Forum – Mrs Coleman and Mr Hill

Burial Board – All Councillors

Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council – Any available councillors

Any other committees suggested by Councillors – None

DELEGATION OF RESPONSIBILITIES FOR THE TERM OF THE COUNCIL

Annual Review of Parish Council Paperwork – Mrs Saxby

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

Six Monthly Risk Assessment – September and March – Mrs Saxby and Mrs Wallington

Internal Parish Council Audit – Mr Kevin Funnell

Finance – All Councillors

Annual Review of Insurance Arrangements – On receipt of renewal – Mrs Wallington

Weekly Play Area Safety Check – Mr Burgoyne

Annual Play Area Safety Check – The Play Inspection Company

Website and Transparency– Mrs Saxby

Completing and return of questionnaires – Mrs Wallington

Review of Emails – Mrs Saxby

Review of Post Received – Post will be brought to the next meeting

Footpaths and Public Rights of Way – Mr Hill

Cemetery – Mr Hill

Any other responsibilities suggested by Councillors - None