

THE FOLLOWING MEMBERS OF LITTLE CHART PARISH COUNCIL UNDERTOOK THE FOLLOWING RESPONSIBILITIES FOR THE YEAR MAY 2015 – MAY 2016

ELECTION OF OFFICERS TO COMMITTEES

Village Hall Committee – Mr Diebel

KALC – Mr Brasier

Parish Forum – Mr Brasier

Police Committees – Councillors unanimously agreed not to attend meetings

Planning Committee – Mrs J Ladds (Chair), Mrs J Hayward, Mr A Diebel, Mr R Brasier (Ex Officio)

Finance and Policy Committee – Councillors agreed not to set up a committee

Reciprocal Complaints Committee to deal with complaints regarding Hothfield Parish Council – Any 3 councillors as available at the time

Any other committee suggested by councillors – None

DELEGATION OF RESPONSIBILITIES

Annual review of Parish Council Paperwork – Mr Brasier

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

Six Monthly Risk Assessment – September and March – Mr Brasier

Internal Parish Council Audit – Mr Kevin Funnell

Councillor with Responsibility for Finance – Mr Brasier

Annual Review of Insurance Arrangements – On receipt of renewal – Miss Ladds

Weekly Play Area Safety Check – Mr Diebel

Annual Play Area Safety Check – The Play Area Inspection Company

Councillor with responsibility for Website and Transparency – Miss Ladds

Councillor with responsibility for Notice board – Mr Diebel

Councillor with responsibility for Post and Emails – Mr Brasier

Councillor with responsibility for Returning Questionnaires - Mr Brasier

Councillor with responsibility for Defibrillator – To be decided once the defibrillator is installed

Councillor with responsibility for Footpaths, trees etc – Mrs Hayward

Any other Responsibilities suggested by Councillors - None