

**THE FOLLOWING MEMBERS OF LITTLE CHART PARISH COUNCIL UNDERTOOK THE FOLLOWING RESPONSIBILITIES FOR THE YEAR MAY 2018 – MAY 2019**

**ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE TERM OF THE COUNCIL**

Village Hall Committee – Mr Diebel  
KALC – Mr Brasier  
Parish Forum – Mr Brasier  
Police Committees – Any Available Councillor  
Disciplinary and Grievance Committee - Mr Beck, Mr Diebel and Mr Rivolta  
Appeals Committee – Full Council  
Councillor to serve on reciprocal Complaints Committee for Hothfield Parish Council if required – Miss Ladds, Mr Beck and Mr Diebel  
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 – Mr Brasier  
Six Monthly Review of Fixed Assets – September and March – Mr Brasier  
Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Mr Brasier  
Internal Parish Council Audit – Mr L Robbins  
Councillors responsible for Finance – Mr Brasier  
Annual Review of Insurance Arrangements – On receipt of renewal – Miss Ladds  
Weekly MUGA and Community Garden Safety Check – Mr Diebel  
Annual Inspection of MUGA and Community Garden – The Play Inspection Company  
Councillor responsible for Notice Board – Mr Diebel  
Councillors responsible for Website and Publicity – Miss Ladds  
Councillors responsible for assisting with Transparency and Data Protection – Mr Brasier  
Councillors responsible for accuracy of Council Policies – All Councillors  
Councillor responsible for Post and Emails – All Councillors  
Councillor responsible for Returning Questionnaires – Mr Brasier  
Councillor responsible for Defibrillator – Mr Diebel  
Any other responsibilities put forward by Councillors

**Resolution: Councillors unanimously agreed to the above appointments**