

BRENZETT PARISH COUNCIL

COUNCILLORS RESPONSIBILITIES 2018 - 2019

ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES

Village Hall – Mrs Beeching and Mrs Webb

Police – Mrs Thompson

KALC – Mr Harrison

Marsh Forum – Mrs Thompson and Mrs Webb

Disciplinary and Grievance Committee Mr Harrison Mr Fisher Mrs Beeching

Appeals Committee – Full Council

Reciprocal Complaints Committee to deal with complaints regarding Brookland Parish Council
All Councillors

Any other Committees requested by Councillors - None

DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork August – Mrs Webb and Mrs Beeching

Six Monthly Review of Fixed Assets – September and March – Mrs Webb

Six Monthly Risk Assessment – August and March – Mrs Webb

Internal Parish Council Audit – Mr Lionel Robbins

Councillor with responsibility for Finance – All Councillors

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

Parish Council Post and Emails – All Councillors

Parish Council Website and Publicity – All Councillors

Councillor responsible for assisting with Transparency and Data Protection – Mrs Webb

Councillor responsible for accuracy of Council Policies – Mrs Webb and Mrs Beeching

Councillor with responsibility for Notice Board – Mrs Webb

Councillor with responsibility for Returning Questionnaires – Mrs Webb