

BRENZETT PARISH COUNCIL 2016-2017

ELECTION OF OFFICERS TO COMMITTEES

Village Hall – Mrs Beeching

Police – Mrs Thompson

All Parishes Meeting – All Councillors

KALC – Emails of meetings to Mr Wright for information and he might attend if possible

Planning Committee – Full Council required

Finance and Policy Committee – Full Council required

Marsh Forum – Mrs Thompson and Mrs Webb

Reciprocal Complaints Committee to deal with complaints regarding Brookland Parish Council

All Councillors

DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork – All Councillors

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

Six Monthly Risk Assessment – September and March – Mrs Webb

Internal Parish Council Audit – Mr Kevin Funnell

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 Transparency – All Councillors

Councillor with responsibility for Notice Board – Mrs Beeching

Councillor with responsibility for Returning Questionnaires – Mrs Beeching

Councillor with responsibility for the Defibrillator – All Councillors on a rota basis