

## **BRENZETT PARISH COUNCIL**

### **COUNCILLORS RESPONSIBILITIES 2017 - 2018**

#### **ELECTION OF OFFICERS TO COMMITTEES**

Village Hall – Mrs Beeching and Mrs Webb

Police – Mrs Thompson

KALC – Mr Chatwin

Planning Committee – Full Council required

Finance and Policy Committee – No Committee 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 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 Transparency – All Councillors

Councillor with responsibility for Notice Board – Mrs Beeching

Councillor with responsibility for Returning Questionnaires – Mrs Beeching

*[ June 2017 ]*