

HOTHFIELD PARISH COUNCIL

DELEGATION OF RESPONSIBILITIES – MAY 2019

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

Finance and Policy Advisory Group – Mr Lloyd, Mrs Sutcliffe and Mrs Merrion

Village Hall Committee – Mrs Parker

KALC – Mr Lloyd, Mr Fothergill and Mr Cox

Parish Forum – Mr Lloyd and Mr Fothergill

Police Committees – Mrs Parker

Disciplinary and Grievance Committee – Mr Fothergill, Mrs Parker and Mrs Sutcliffe

Appeals Committee – Mr Lloyd, Mrs Merrion and Mr Cook

Councillor to serve on reciprocal Complaints Committee for Little Chart Parish Council if required – Available Councillors

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 – Finance & Policy Advisory Group

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

Six Monthly Risk Assessment/Financial Risk Assessment – September and March – Mrs Parker

Internal Parish Council Audit – Mr L Robbins

Finance – Finance & Policy Committee

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

Weekly MUGA and Youth Shelter Safety Check – Mr Cook

Annual Inspection of MUGA and Youth Shelter – The Play Inspection Company

Councillors responsible for Website and Publicity – Mr Fothergill

Councillors responsible for assisting with Transparency and Data Protection – Mr Lloyd

Councillors responsible for accuracy of Council Policies Finance and Policy Advisory Group

Councillor responsible for Post and Emails – All Councillors

Councillor responsible for Returning Questionnaires – Mrs Sutcliffe and Mr Cook

Councillor responsible for Submitting Report to Kentish Express – Mr Fothergill

Any other responsibilities put forward by Councillors

Resolution: Councillors unanimously agreed to the above appointments