

# **WOODCHURCH PARISH COUNCIL**

## **COUNCILLORS RESPONSIBILITIES 2015/2016**

The following Councillors agreed to represent the Parish Council as follows:-

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

Village Green - Mr West

Youth Matters – Mrs Penn

Police Liaison – Mrs Davies

Kent Association of Local Councils – Mr Jones and Mr Spice

Parish Forum – Mr West

Memorial Hall Committee – Mrs Davies and Mr Spice

Planning Committee Mrs P Spice – Chair, Mrs Davies, Mr A Hukins, Mr N Jones, Mr J West, (ex Officio)

Highways and Footpaths – Mrs Penn and Mr Faiers

Finance and Policy Committee – Mr Woods

Councillors to serve on reciprocal Complaints Committee for Shadoxhurst Parish Council –

Any available Councillors

Advisory Committee to oversee Housing and Development within Woodchurch – Mr Woods and Mr Wood

School Governor – Mr Hukins

Any other committees suggested by councillors - None

### **DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork – August – F & P Committee

Six Monthly Review of Fixed Assets – September and March – Mr Faiers and Mr Jones

Six Monthly Risk Assessment – September and March – Mr Faiers and Mr Jones

Internal Parish Council Audit – Mr Funnell

Parish Council Finances – September and March – F & P Committee

Annual Review of Insurance Arrangements – On receipt of renewal – Mr Woods

Weekly Play Area Safety Check – Mr Faiers

Annual Play Area Inspection – The Play Inspection Company

Website and Transparency – Mrs Davies

Newsletter – Mrs Penn and Mr Woods

Report for Parish Magazine – Mrs Penn

Charity Administration – Mrs Davies

Councillor responsible for liaising with WCIE – Mr Jones

Councillor responsible for completing questionnaires – Mrs Davies

Any other responsibilities suggested by Councillors - None