

**THE FOLLOWING MEMBERS OF BROOKLAND PARISH COUNCIL UNDERTOOK THE FOLLOWING  
RESPONSIBILITIES FOR THE YEAR MAY 2015 – MAY 2019**

**ELECTION OF OFFICERS TO COMMITTEES**

Finance and Policy Committee – Councillors agreed not to continue with a Finance and Policy Committee  
Village Hall – Mrs Saxby  
KALC – Mrs Saxby  
Police – Mrs Wallington  
All Parishes Meeting – Mrs Coleman and Mr Hill  
Planning Committee – Mrs Wallington, chair, Mrs Coleman and Mr Burgoyne with Mrs Saxby (ex officio)  
Footpaths – Mr Hill  
Marsh Forum – Mrs Coleman and Mr Hill  
Burial Board – All Councillors  
Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council –  
Any available councillors

**DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork – Mrs Saxby  
Six Monthly Review of Fixed Assets – September and March – Mrs Saxby and Mrs Wallington  
Six Monthly Risk Assessment – September and March – Mrs Saxby and Mrs Wallington  
Internal Parish Council Audit – Mr Kevin Funnell  
Finance – All Councillors  
Annual Review of Insurance Arrangements – On receipt of renewal – Mrs Wallington  
Weekly Play Area Safety Check – Mr Burgoyne  
Annual Play Area Safety Check – The Play Inspection Company  
Website and Transparency – Mrs Saxby  
Completing and return of questionnaires – Mrs Wallington  
Review of Emails – Mrs Saxby  
Review of Post Received – Post will be brought to the next meeting  
Footpaths and Rights of Way – Mr Hill  
Cemetery – Mr Hill

*[May 2015]*