Annual Appointment of Council Officers

At each Annual Meeting one of the tasks of the Parish Council is to appoint officers for the next year.

The current roles and responsibilities are listed at Appendix A.

A summary of expressions of interest, and proposals for the 2024.25 Financial Year are set out at Appendix B.

Action:

The parish council appoint or confirm the officers of the council as set out at Appendix B, subject to any changes agreed at the Annual Meeting.

Please check any box for which you would like to undertake a role/responsibility or are willing to continue in post.

Name:

Role/Responsibility	Expression Current Appointee of Interest		
Parish Council			
Chair of Parish Council		Cllr Mike Lavelle	
Vice Chair of Parish Council		Cllr Paul Couzens	
Chair Estates Committee		Cllr Paul Couzens	
Emergency Planning		Cllr Mike Lavelle	
Highways & VAS Officer		Cllr Paul Couzens	
Internal Monitoring Officer		Cllr Mike Lavelle	
Neighbourhood Plan Working Group		Cllr Tracey Turner	
Planning Officer		Cllr Tracey Turner	
Road Safety Working Group		Cllr Mel Karunaratne	
SALC Area Meetings		Vacant	
Estates Committee		L	
Chair Estates Committee		Cllr Paul Couzens	
Vice-Chair Estates Committee		Cllr Mike Lavelle	
One other Cllr		Vacant	
Substitute(s) (to replace the ordinary members where they have confirmed to the Proper Officer three (3) days before the meeting that they are unable to attend)		Cllr Turner	
Cemetery & Churchyard Officer		Cllr Paul Couzens	
Environment & Sustainability Officer		Mrs Mary Jolland	
Footpath Officer		Mr Roger Medley	
Youth Facilities Officer		Cllr Mike Lavelle	
Play area inspections – Bury Road		Mr Kevin Grimes	
Play area inspections – Cemetery Road		Cllr Mike Lavelle	
Public Access Devices Officer		Cllr Paul Couzens	
Six Acres Officer		Cllr Mike Lavelle	
Tree Officer		Mr Roger Medley	
Village Greens Officer		Mr Roger Medley	
Village Recorder		Mrs Dorothy Anderson	
Village Website, Social Media & News Officer		Cllr Tracey Turner	
United Charities		Mr Julian Wilson	

Roles and responsibilities – 2024 – 25

Role/Responsibility	Expression of Interest	Current Appointee
Unity Trust Bank		
View Only		Cllrs Grimes, Lavelle, Smith
View and Authorise Payments		Cllrs Couzens, Karunaratne, Turner

New Councillors: Andrea Grimes, Kevin Grimes, Linda Smith

New Estates Committee Members: Mr David Di Giulio

Current Constitution of Estates Committee:

- 3 Councillors (Cllrs Couzens, Lavelle, vacant)
- 2 Substitute Councillors (Cllr Turner, vacant)
- 4 Lay Members (David di Giulio, Mary Jolland, Roger Medley, vacant)

Role/Responsibility	Current Appointee	Proposed	Paul	Andrea	Kevin	Mel	Mike	Linda	Tracey
Parish Council Chair of Parish Council	Mike Lavelle	Appointee Cllr Mike Lavelle	Couzens	Grimes	Grimes	Karunaratne	Lavelle	Smith	Turner
Vice Chair of Parish									
Council	Paul Couzens	Cllr Paul Couzens							
Chain Estates Committee	Clin David Causana	Clir Paul Couzens	\sim						
Chair Estates Committee	Cllr Paul Couzens	Cill Paul Couzeris							
Cemetery Records Project Vacan	Vacant	Cllr Andrea Grimes		>					
Centerery Records Project	Vacalic	Cill Andrea Grimes							
Emergency Planning	Mike Lavelle	Cllr Mike Lavelle					\sim		
Highways & VAS Officer	Paul Couzens	Cllr Paul Couzens	•						
nighways & VAS Officer		Cllr Kevin Grimes	\sim						
		CT 11							
Internal Monitoring Officer	Mike Lavelle	Cllr Mike Lavelle					? 🗸		
	Tracey Turner	Clir Tracey Turner							\sim
Neighbourhood Plan	Tracey rumer	chi fracey fumer							
Working Group								~	
	Vacant	Cllr Linda Smith							
Planning Officer	Tracey Turner	Cllr Tracey Turner				-			<u>~</u>
Road Safety Working	Malifan	Clir Mel Karunaratne		<u> </u>		Y			<u> </u>
Group	Mel Karunaratne	Cllr Kevin Grimes			\sim				
SALC Area Meetings	Vacant	Cllr Linda Smith							
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Village Website, Social Media & News Officer	Cllr Tracey Turner	Cllr Linda Smith							
Estates Committee									
Chair Estates Committee	Paul Couzens	Clir Paul Couzens	~						
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Vice-Chair Estates Committee	Mike Lavelle	Cllr Mike Lavelle					?		
One other Clir	Vacant	Clir Mel Karunaratne				~			
Substitute 1 (to replace the ordinary members									\sim
where they have confirmed to the Proper	Tracey Turner	Cllr Kevin Grimes							
Officer three (3) days	Tracey fumer	chi kevin drimes							
before the meeting that they are unable to attend)									
Substitute 2 (to replace the ordinary members								•	
where they have confirmed to the Proper	Vacant	Cllr Linda Smith							
Officer three (3) days before the meeting that									
they are unable to attend)									
Cemetery & Churchyard				\sim					
Officer	Paul Couzens	Cllr Andrea Grimes							
Environment & Sustainability Officer	Mary Jolland	Mary Jolland							
Eastaath Office	Roger M-J	Donor Mada		<u> </u>	<u> </u>				
Footpath Officer	Roger Medley	Roger Medley							
Youth Facilities Officer	Cllr Mike Lavelle	Clir Mel Karunaratne					* 7		
Play area inspections –	Clir Kavin Crim	Clir Kevin Crimere			\sim				
Bury Road	Cllr Kevin Grimes	Cllr Kevin Grimes							
Play area inspections – Cemetery Road						\sim	\sim		
	Cllr Mike Lavelle	Clir Mel Karunaratne					?		
Public Access Devices Cli Officer	Cllr Paul Couzens	Cllr Paul Couzens	~						
	Clir Mike Laval's	David Di Ciulic					^ ?		-
Six Acres Officer	Cllr Mike Lavelle	David Di Giulio					* '		
Tree Officer	Roger Medley	David Di Giulio							
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	Mr Roger Medley	David Di Giulio							r
Village Greens Officer		David Di Giulio Mrs Dorothy Anderson							
Village Greens Officer Village Recorder	Mr Roger Medley							~	
Village Greens Officer Village Recorder United Charities	Mr Roger Medley Mrs Dorothy Anderson Mr Julian Wilson	Mrs Dorothy Anderson						~	
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