

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.

Roles and responsibilities – 2024 – 25

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 of Interest	Current Appointee
Parish Council		
Chair of Parish Council		Clr Mike Lavelle
Vice Chair of Parish Council		Clr Paul Couzens
Chair Estates Committee		Clr Paul Couzens
Emergency Planning		Clr Mike Lavelle
Highways & VAS Officer		Clr Paul Couzens
Internal Monitoring Officer		Clr Mike Lavelle
Neighbourhood Plan Working Group		Clr Tracey Turner
Planning Officer		Clr Tracey Turner
Road Safety Working Group		Clr Mel Karunaratne
SALC Area Meetings		Vacant
Estates Committee		
Chair Estates Committee		Clr Paul Couzens
Vice-Chair Estates Committee		Clr 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)		Clr Turner
Cemetery & Churchyard Officer		Clr Paul Couzens
Environment & Sustainability Officer		Mrs Mary Jolland
Footpath Officer		Mr Roger Medley
Youth Facilities Officer		Clr Mike Lavelle
Play area inspections – Bury Road		Mr Kevin Grimes
Play area inspections – Cemetery Road		Clr Mike Lavelle
Public Access Devices Officer		Clr Paul Couzens
Six Acres Officer		Clr Mike Lavelle
Tree Officer		Mr Roger Medley
Village Greens Officer		Mr Roger Medley
Village Recorder		Mrs Dorothy Anderson
Village Website, Social Media & News Officer		Clr 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 Appointee	Paul Couzens	Andrea Grimes	Kevin Grimes	Mel Karunaratne	Mike Lavelle	Linda Smith	Tracey Turner
Parish Council									
Chair of Parish Council	Mike Lavelle	Clr Mike Lavelle					✓		
Vice Chair of Parish Council	Paul Couzens	Clr Paul Couzens							
Chair Estates Committee	Clr Paul Couzens	Clr Paul Couzens	✓						
Cemetery Records Project	Vacant	Clr Andrea Grimes		✓					
Emergency Planning	Mike Lavelle	Clr Mike Lavelle					✓		
Highways & VAS Officer	Paul Couzens	Clr Paul Couzens	✓						
		Clr Kevin Grimes	✓						
Internal Monitoring Officer	Mike Lavelle	Clr Mike Lavelle					? ✓		
Neighbourhood Plan Working Group	Tracey Turner	Clr Tracey Turner							✓
	Vacant	Clr Linda Smith						✓	
Planning Officer	Tracey Turner	Clr Tracey Turner							✓
Road Safety Working Group	Mel Karunaratne	Clr Mel Karunaratne				✓			
		Clr Kevin Grimes			✓				
SALC Area Meetings	Vacant	Clr Linda Smith							
Village Website, Social Media & News Officer	Clr Tracey Turner	Clr Linda Smith							
Estates Committee									
Chair Estates Committee	Paul Couzens	Clr Paul Couzens	✓						
Vice-Chair Estates Committee	Mike Lavelle	Clr Mike Lavelle					✓ ?		
One other Clr	Vacant	Clr Mel Karunaratne				✓			
Substitute 1 (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)	Tracey Turner	Clr Kevin Grimes							✓
Substitute 2 (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)	Vacant	Clr Linda Smith						✓	
Cemetery & Churchyard Officer	Paul Couzens	Clr Andrea Grimes		✓					
Environment & Sustainability Officer	Mary Jolland	Mary Jolland							
Footpath Officer	Roger Medley	Roger Medley							
Youth Facilities Officer	Clr Mike Lavelle	Clr Mel Karunaratne					✓ ?		
Play area inspections – Bury Road	Clr Kevin Grimes	Clr Kevin Grimes			✓				
Play area inspections – Cemetery Road	Clr Mike Lavelle	Clr Mel Karunaratne				✓	✓ ?		
Public Access Devices Officer	Clr Paul Couzens	Clr Paul Couzens	✓						
Six Acres Officer	Clr Mike Lavelle	David Di Giulio					✓ ?		
Tree Officer	Roger Medley	David Di Giulio							
Village Greens Officer	Mr Roger Medley	David Di Giulio							
Village Recorder	Mrs Dorothy Anderson	Mrs Dorothy Anderson							
United Charities	Mr Julian Wilson							✓	
Unity Trust Bank									
View only	Clr Andrea Grimes	Clr Andrea Grimes							
	Clr Kevin Grimes	Clr Kevin Grimes							
	Clr Mike Lavelle	Clr Mike Lavelle							
	Clr Linda Smith	Vacant							
View and Authorise Payments	Clr Paul Couzens	Clr Paul Couzens							
	Clr Mel Karunaratne	Clr Mel Karunaratne							
	Clr Tracey Turner	Clr Tracey Turner							
	Vacant	Clr Linda Smith							