

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 2025.26 Financial Year is 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 of the Parish Council.

Role/Responsibility	Current Appointee
Parish Council	
Chair of Parish Council	Cllr Mike Lavelle
Vice Chair of Parish Council	Vacant
Emergency Planning	Cllr Mike Lavelle
Highways & VAS Officer	Cllrs Kevin Grimes, vacant
Internal Monitoring Officer	Cllr Mike Lavelle
Neighbourhood Plan Working Group	Cllrs Linda Smith, Tracey Turner (lead)
Planning Officer	Cllr Tracey Turner
Road Safety Working Group	Cllrs Kevin Grimes, Mel Karunaratne (lead)
SALC Area Meetings	Cllr Linda Smith
Estates Committee	
Chair Estates Committee	Vacant
Vice-Chair Estates Committee	Cllr Mike Lavelle
One other Cllr	Cllr Mel Karunaratne
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)	Cllrs Kevin Grimes, Tracey Turner
Cemetery & Churchyard Officer	Cllr Andrea Grimes
Cemetery Records Project	Cllr Andrea Grimes
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 Mel Karunaratne
Public Access Devices Officer	Vacant
Six Acres Officer	Cllr Mike Lavelle
Tree Officer	Mr David Di Giulio
Village Greens Officer	Mr David Di Giulio
Village Recorder	Mrs Dorothy Anderson
Village Website, Social Media & News Officer	Cllr Linda Smith
United Charities	Mr Julian Wilson
Unity Trust Bank	
View Only	Cllrs Grimes, Lavelle
View and Authorise Payments	Cllrs P Couzens, M Karunaratne, L Smith, T Turner

Current Constitution of Estates Committee:

- 3 Councillors (Cllrs Lavelle, Karunaratne, Vacant)
- 2 Substitute Councillors (Cllr K Grimes, T Turner)
- 4 Lay Members (David di Giulio, Mary Jolland, Roger Medley, vacant)

Role/ Responsibility	Andrea Grimes	Kevin Grimes	Mel Karunar atne	Mike Lavelle	Linda Smith	Tracey Turner
Parish Council						
Chair of Parish Council				y		
Vice Chair of Parish Council						y
Emergency Planning				y		
Highways & VAS Officer	Y	y				
Internal Monitoring Officer				y		
Neighbourhood Plan Working Group					y	y
Planning Officer						y
Road Safety Working Group		y	Y			
SALC Area Meetings					y	
Estates Committee						
Chair Estates Committee			Y	y		
Vice-Chair Estates Committee				Y		
One other Cllr		Y				
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)	Y					y
Cemetery & Churchyard Officer	y					
Cemetery Records Project	y					
Environment & Sustainability Officer						
Footpath Officer						
Youth Facilities Officer				y		
Play area inspections – Bury Road		y				
Play area inspections – Cemetery Road			Y			
Public Access Devices Officer	Y					
Six Acres Officer				y		
Tree Officer						
Village Greens Officer						
Village Recorder						
Village Website, Social Media & News Officer					y	
United Charities						
Unity Trust Bank						
View Only	y	y		y		
View and Authorise Payments			Y		y	y
Current Constitution of Estates Committee:						
4 Lay Members (David di Giulio, Mary Jolland, Roger Medley, vacant)						