

## Hindolveston Parish Council

### Responsibilities and Subsidiary Roles

A number of roles and subsidiary duties are carried out by members of the village in support of the community. The list below indicates the assignment of personnel to these various roles. Those names marked \* are not councillors but the individuals have agreed to assist the Parish Council. Those marked with \*\* are paid for their services. When prepared, reports/ updates are submitted to the Parish Clerk for inclusion on the Parish Council meeting agenda, for subsequent consideration.

<b>Role</b>	<b>Name</b>	<b>Supporting Documentation</b>	<b>Frequency</b>
Speed Management – Speed Indicator Device unit Managers	Phil Brown* and Wayne Bowditch	See <a href="#">Traffic Speed Management Policy</a>	Ongoing
Risk assessment of assets (including visual inspection of street lights)	Mary Walsh and Hazel Carter		Annual report (first quarter)
War Memorial (care of hedge and pot plants)	Hazel Carter, Dave Carter*, Mary Walsh		Monthly check
Dog waste collection monitoring	Neil Gladwell*		
Health and Safety Checks of allotments	Mary Walsh, Hazel Carter, Chip Davison		Six monthly report (spring and autumn)
Check of Playground apparatus	Mary Walsh		Weekly
Millennium Pavilion	Key-holders: Trevor Leeder Lisa Chapman** – cleaner		
	Bookings officers: Trevor and Rosie Leeder*		
Maintenance checks (building, first aid kit)	Trevor Leeder		Six monthly report (spring and autumn)
Fire Extinguishers and PAT testing	Trevor Leeder (to arrange)		Annual report (first quarter)
Youth Club liaison	Mary Walsh, Hazel Carter, Wayne Bowditch		
Defibrillator at the Village Hall	Tim Walsh*		Weekly (online report)
Website manager	Phil Brown*	See <a href="#">Website Management policy</a>	
Newsletter	Editor Mary Walsh; layout administrator Dave Carter*		monthly
Bank signatories	Trevor Leeder, Mary Walsh, Chip Davison		
Internal account checker	Trevor Leeder		
Planning Advisory Group	all parish councillors	See <a href="#">Planning Protocol</a>	
Promoter of lotteries (sale of raffle tickets)	Peter Patten* (Trevor Leeder & Mary Walsh: authorized to check the financial returns).		Renewal in January
Internal Auditor (an external position)	Stafford Snell**		