Brixton Parish Council Responsibilities & Representatives

May 2019

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| Item  | Role  | People (lead underlined)  |
| Administration  | Parish Clerk's employment  |   |
| and Organisation   | Councillors’ duties Press liaison  | Cllr Hitchins & Wills   |
| Finance  | Responsible Finance Officer  | Parish Clerk  |
|   | Finance policy  | Cllr Wills  |
|   | External Audit  | PKF Littlejohn  |
|   | Internal audit  | Peter Vassallo  |
| Communications  | Village Web site Parish Council Website Parish Council App  Parish Facebook  | Graham Searle / Kirstie Aldridge ClerkClerkCllr Calvert  |
| Planning  | Planning Committee Chair  | Cllr Martin  |
|   | Planning Committee Vice Chair  | Cllr Wills  |
|   | Committee Members  | All Cllrs  |
|  Carrolsland  | Community liaison  | Cllr Williams  |
|  Sherford | Community liaison | Cllr Hitchins, Cllr Williams & Clerk |
| Works   | Repairs and maintenance Grass cutting  | Cllr WakehamParish Clerk & All Cllrs  |
| Public paths/P3 and Tree wardens  | P3 Co-ordination  | Cllr Wakeham, Cllr Huxtable  |
| Neighbourhood Plan  | Neighbourhood Plan  | Cllr Hitchins  |
| Emergency Plan  | Community Emergency Plan Co-ordinator  | Cllr Williams  |
| Sport & Recreation Plan | Sport & Recreation Plan | Cllr Hitchins |
| Brixstix Play Space | Brixstix Play Space | Cllr Parish |
| Plastic Free Commmunity | Plastic Free Community Leader | Cllr Parish |
| Other representatives  | Devon Ass. Parish Councils  | Ad hoc  |
|   | Brixton Community Association  | Cllr Calvert  |
|   | Yealm Estuary Management  | Cllr Williams  |
|   | R. Yealm Harbour Authority  | Cllr Williams  |
|   | Dementia Friendly Parishes  | Cllr Hitchins  |
|   | Hele Foundation  |  Cllr Wakeham |
|   | Feoffee Trust  | Cllr Hitchins  |
|   | Sherford Liaison Group  | Cllr Hitchins, Cllr Wills, Cllr Huxtable, Cllr Williams  |
|  | Sherford Trust Representative | Cllr Williams |
|   | Ivybridge Parish Cluster Group  | Ad hoc  |
|   | Composting Group  | Cllr Du Pont |