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  Clerk  Clerk  Cllr 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 Wakeham  Parish 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 |