

## Little Baddow Parish Council - Tasks & Responsibilities

	<u>Lead</u>	<u>Support</u>
<b>Strategic Planning/Implementation</b>	Bob Shepherd	Nic Cooper
<b>Memorial Hall</b>	Nic Cooper	Peter Irvine Martyn Richmond (Lesley Cooper) (Felicity Coxhead) (Liz Willington) (Claire Hodgson)
Hall Web-site development Hall PA system	Keith Bonsor Keith Bonsor	
<b>Wickhay Green Play Area</b>	Mary Buckley	Martyn Richmond
<b>Sports Club</b>	Bob Shepherd John Robinson	Nic Cooper
Ancillary Bookings		
<b>Woodlands</b>	Martyn Richmond (Peter Hodgson)	Mel Coates-Jones (Claire Hodgson)
Holybred Wood Heather Hills/Poors Piece/EWT Blakes Wood/National Trust EWT/Living Landscapes	Peter Irvine Keith Bonsor	
<b>Finance</b>	John Scott	Martyn Richmond
Insurance/Risk assessment		
<b>Development in the Village</b>		
"Strategy" – CCC/Maldon/Neighbourhood Plan Planning Applications Affordable Housing	John Scott John Scott Bob Shepherd	John Robinson (Keith Ferguson) Nic Cooper
<b>Democracy</b>	Mary Buckley	John Robinson
Localism/Elections support/bus/advertising Parish Assembly layout	Keith Bonsor	
<b>Citizenship</b>	Mary Buckley	Peter Irvine
Community Care/Health & Safety/School liaison Inclusiveness (e.g. policy on young/elderly) Bus/Mobile Library Timetables Best Kept Village/Litter picking Community Computing Welcome Pack Emergency Planning	Keith Bonsor John Robinson Bob Shepherd	Peter Irvine
<b>Roads and Rights of Way</b>	Peter Irvine	Martyn Richmond
Road and footpath repairs/Signage Verges and Hedges	Peter Irvine	Keith Bonsor
<b>Crime Prevention</b>		
Police/PCSO/Neighborhood Watch Liaison Speeding in the village	Mel Coates-Jones Nic Cooper	Martyn Richmond (Rod Barrett)
<b>Communication</b>		
Website technology/Computers/projection facilities Website Maintenance Website - What's on Correspondent's report Newsletter/ Publicity	Mel Coates-Jones Keith Bonsor Mary Buckley Mary Buckley Nic Cooper	(Gill Houghton) Bob Shepherd Mel Coates-Jones
<b>Training</b>	Nic Cooper	Peter Irvine