

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 2026.27 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.

Roles and responsibilities – 2026 – 27

Please check any box for which you would like to undertake a role/responsibility or are willing to continue in post.

Name:

Role/Responsibility	Expression of Interest	Current Appointee
Parish Council		
Chair of Parish Council		Clr Mike Lavelle
Vice Chair of Parish Council		Clr Tracey Turner
Chair Estates Committee		Clr Mel Karunaratne
Emergency Planning		Clr Mike Lavelle
Highways & VAS Officer		Clr Kevin Grimes
Internal Monitoring Officer		Clr Mike Lavelle
Neighbourhood Plan Working Group – to disband?		Clr Tracey Turner
Planning Officer		Clr Tracey Turner
Road Safety Working Group		Clr Mel Karunaratne
SALC Area Meetings		Vacant
Estates Committee		
Chair Estates Committee		Clr Mel Karunaratne
Vice-Chair Estates Committee		Clr Mike Lavelle
One other Clr		7`f?Yj]b'; f]a Yg
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)		Clr Turner Clr Andrea Grimes
Cemetery & Churchyard Officer		Clr Andrea Grimes
Environment & Sustainability Officer		Mrs Mary Jolland
Footpath Officer		Mr Roger Medley
Youth Facilities Officer		Clr Mel Karunaratne
Play area inspections – Bury Road		Mr Kevin Grimes
Play area inspections – Cemetery Road		Clr Mel Karunaratne
Public Access Devices Officer		Clr Andrea Grimes
Six Acres Officer		Clr Mike Lavelle
Tree Officer		Mrs Deb Moir
Village Greens Officer		Mrs Deb Moir
Village Recorder		Mrs Dorothy Anderson
Village Website, Social Media & News Officer		Vacant
United Charities		Mr Julian Wilson

Roles and responsibilities – 2026 – 27

Role/Responsibility	Expression of Interest	Current Appointee
Unity Trust Bank		
View Only		Cllrs Grimes, Lavelle,
View and Authorise Payments		Cllrs Karunaratne, Turner

New Councillors:

New Estates Committee Members: Mrs Deb Moir

Current Constitution of Estates Committee:

3 Councillors (Cllrs Karunaratne, Lavelle, K Grimes)

2 Substitute Councillors (Cllr Turner, Cllr A Grimes)

4 Lay Members (Mary Jolland, Roger Medley, Deb Moir, vacant)

Roles and responsibilities – 2026 – 27

Cllrs Allocated to Parish: 8 Current Councillors: 5 Vacancies: 3

New Estates Committee Members: Mrs Deb Moir

Current Constitution of Estates Committee:

3 Councillors (Cllrs Karunaratne, Lavelle, K Grimes)

2 Substitute Councillors (Cllr Turner, Cllr A Grimes)

4 Lay Members (Mary Jolland, Roger Medley, Deb Moir, vacant)

New responsibilities highlighted in bold

Role/Responsibility	Expression of Interest	Current Appointee
Parish Council		
Chair of Parish Council	Cllr Mike Lavelle	Cllr Mike Lavelle
Vice Chair of Parish Council	Cllr Tracey Cann	Cllr Tracey Cann
Chair Estates Committee	Cllr Mel Karunaratne	Cllr Mel Karunaratne
Emergency Planning	Cllr Mike Lavelle	Cllr Mike Lavelle
Highways & VAS Officer	Cllr Kevin Grimes	Cllr Kevin Grimes
Internal Monitoring Officer	Cllr Mike Lavelle	Cllr Mike Lavelle
Neighbourhood Plan Working Group – to disband? Reporting on Community Actions	Deal with as an agenda item	Cllr Tracey Cann
Planning Officer	Cllr Tracey Cann	Cllr Tracey Cann
Road Safety Working Group	Cllr Mel Karunaratne	Cllr Mel Karunaratne
SALC Area Meetings		Vacant
Village Website, Social Media & News Officer	Cllr Cann	Vacant
Estates Committee		
Chair Estates Committee	Cllr Mel Karunaratne	Cllr Mel Karunaratne
Vice-Chair Estates Committee	Cllr Mike Lavelle	Cllr Mike Lavelle
One other Cllr	Cllr Kevin Grimes	Cllr Kevin Grimes
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)	Cllr Cann Cllr Andrea Grimes	Cllr Cann Cllr Andrea Grimes
Cemetery & Churchyard Officer	Cllr Andrea Grimes	Cllr Andrea Grimes
Environment & Sustainability Officer	Mrs Mary Jolland	Mrs Mary Jolland
Footpath Officer	Mr Roger Medley	Mr Roger Medley
Youth Facilities Officer	Cllr Mel Karunaratne	Cllr Mel Karunaratne
Play area inspections – Bury Road	Mr Kevin Grimes	Mr Kevin Grimes
Play area inspections – Cemetery Road	Cllr Mel Karunaratne	Cllr Mel Karunaratne
Public Access Devices Officer	Cllr Andrea Grimes	Cllr Andrea Grimes
Six Acres Officer	Cllr Mike Lavelle	Cllr Mike Lavelle
Tree Officer	Mrs Deb Moir	Mrs Deb Moir
Village Greens Officer	Mrs Deb Moir	Mrs Deb Moir

Roles and responsibilities – 2026 – 27

Role/Responsibility	Expression of Interest	Current Appointee
Representation on External Bodies		
Village Recorder		Mrs Dorothy Anderson
United Charities		Mr Julian Wilson
Unity Trust Bank		
View Only	Cllrs Grimes, Lavelle	Cllrs Grimes, Lavelle,
View and Authorise Payments	Cllrs Karunaratne, Turner	Cllrs Karunaratne, Turner