

A to Z of WHO DOES WHAT

Heading	Responsibility	Responsible Councillor/Person
A ccounts Monitoring/Internal Control	Checking and signing accounts records quarterly	Mick Mead
B us Shelters and Seats	Maintenance Checking	Geoffrey Baker
Bishop William Ward School	Liaison	
C rime & Disorder	Reporting and monitoring Crime and Disorder and Anti Social Behaviour.	Lance Williams
Colchester Association of Local Councils	Nominated GHPC Representative	Mick Mead, Lance Williams
E mergency Planning	Liaison with CBC	
F ootpaths Matters (ie: Field and woodland footpaths)	Monitoring and liaison with ECC	Geoffrey Baker
F inance Committee	Members	Christopher Arnold, Geoffrey Baker, Mick Mead
H ighways - Street Lights, hedges, verges and footpaths adjoining public roads	Monitoring and liaison with ECC	Christopher Arnold
I T (Information Technology)	Hardware and software, Web Site - re-vamps, monitoring visitors, and routine updates.	
N otice Boards	Inspecting and re-painting/varnishing	Mick Mead
P arish Street Lights - Inspection and Maintenance	Parish Street Lights - Inspection and Maintenance	Christopher Arnold
S peed Watch	Setting Up and Monitoring volunteers	
S taffing Committee	Members	Christopher Arnold, Mick Mead
T ransport (Colchester & Tendring Parish Transport Reps)	Nominated GHPC Representative	Mick Mead
V illage Hall Committee	Members	Christopher Arnold, Geoffrey Baker, Mick Mead, Lance Williams
V illage Hall Booking Manager (The New Village Hall)		Tina Harrison
V illage Hall Committee of Management (Old) (Not a Committee of the Parish Council)	Nominated GHPC Representative	Mick Mead
Y outh Issues	Liaison with Youth Club etc.	Lance Williams