

Parish Council Structure

Thirteen Parish Councillors (elected every four years) The Parish Council usually meets on the 2nd Thursday of every month, to discuss matters brought to its attention by fellow Councillors and residents. Also discussed are consultation documents produced by other authorities and organisations.

Parish Clerk (employee) The Clerk is employed for 35 hours a week. The hours are divided between normal office work, duties associated with being the Proper Financial Officer including presenting the books for audit, plus meeting face-to-face with residents to hear their concerns, preparing legal notices, arranging meetings and taking the minutes. Other meetings are attended as required.

Internal Auditor (employee) The Internal Auditor, checks income and expenditure, including petty cash and makes sure that the Parish Council's spending is legal.

Chairman The Chairman chairs the monthly Parish Council meetings and represents the Council at other functions if required. He or she also liaises with the clerk to prepare agendas and deal with any urgent business between meetings.

Vice Chairman The Vice Chairman stands in for the Chairman when he or she is unavailable

Planning & Highways Committee - six members plus the PC Chairman and Vice-chairman ex-officio.

The Planning & Highways Committee consists of a Chairman and five other members; all are Parish Councillors. They meet regularly to discuss and respond to planning applications and highway matters within the Parish and the neighbouring area. They then report back to full Council. Public meetings are usually arranged for large controversial planning applications.

Finance & Resources Committee - five members plus the PC Chairman and Vice-chairman ex-officio. The Finance & Resources Committee consists of a Chairman and four other members, who are all Parish Councillors. They meet at least quarterly to examine expenditure against budget and to prepare the forthcoming year's budget for discussion and approval by full Council .

Environment & Leisure Committee - six members including the PC Chairman and Vice-chairman ex-officio. The Environment & Leisure Committee consists of a Chairman and seven other members, who are all Parish Councillors. In addition volunteers from the local community can be co-opted as appropriate. The Committee meets as required to discuss and organise on-going projects and events. New projects are presented to full Council for approval.

All Parish Council meetings and Committee meetings are publicised on the Council's notice boards and web-site.

The Parish Council also currently appoints

Web-site editor – currently a parish councillor

Newsletter editor – published at least four times a year – currently a parish councillor

Parish Tree Warden – currently there is one who is also a parish councillor.

Parish Pond Warden – currently there are three, two of whom are parish councillors.

Representatives to Outside Bodies:

Kent Association of Local Councils

Street Monitors