

**Appendix F to Kingsley Parish Council Standing Orders**  
**Lead Councillors**

**Planning:**

Planning applications and other matters:            **Cllr Richard Coury**

**Looking after the Parish Council owned Estate:**

Allotments:    **Cllr Chris Rigden**  
St Nicholas Chapel & Cemetery:                                    **Cllrs Chris Rigden, Roger Fletcher & Robin Gregory**  
Regular inspections of St Nicholas Chapel and Cemetery: **Cllr Richard Coury**  
Upper Green and Playground:                                    **Cllr Robin Gregory**  
Lower Green/Footpath 6:     **Cllrs David Lowe & Chris Rigden**  
Other Miscellaneous Items: (eg Notice Boards, Map Boards, Seats);    General council

**Maintaining and enhancing the village environment:**

Commons, Greens and Rights of Way:                            **Cllr David Lowe**  
Fly-tipping and litter:    **The Clerk**  
Transport, Highways and Road Safety:                            **Cllr David Lowe**  
Community Resilience:    **Cllr Karin Clayton**  
Environment and Biodiversity:     **Cllr Karin Clayton**  
Housing, Business and Commerce:                                   **Cllr Chris Rigden**  
ECO –Town consultation:    **Cllr Robin Gregory**  
Minerals and Waste:    **Cllr Karin Clayton**  
Village Broadband:    **Cllrs Richard Coury & Karin Clayton**

**Liaison with local groups:**

Village Forum:    **Cllr Karin Clayton**

**Finance:**

Accounts:    **The Clerk** is the Responsible Finance Officer  
Budget and Precept:     **The Clerk** prepares budget for consideration at November meeting.  
Insurance:    **The Clerk**

**Administration:**

Routine Administration:    **The Clerk** (eg collecting the post, posting notices, Council meetings).  
Responding to ad hoc enquiries:                                        **The Clerk** provides initial response and involves Councillors as necessary  
Parish Council website:    **Cllr Rigden** to facilitate design and **Clerk** to administer once working  
Correspondence:    **The Clerk**  
Ongoing Contracts:    **The Clerk**

**Other matters:**

Other matters as necessary    **Chairman, Clerk or as agreed at Council meeting**