



Lighthorne Parish Council

Roles & Responsibilities

Each of the areas shown below has a primary contact indicated. That person does not bear sole responsibility for that area, but should be able to respond to any initial enquiry. Residents are asked to make contact by e-mail in the first instance, and to avoid calling councillors or the Clerk at unsociable times. Contact details are available on the web site and the village notice board.

Area	Primary Contact
Annual review of statutory documents	Clerk
Annual review and renewal of insurance	Clerk
Bank accounts access	Cllr Smith
Bus shelter	Cllr Middleton
Church & PCC liaison	Cllr Langhorn
Financial reporting	Clerk
Footpaths & Public Rights of Way	Cllr Shedden
Gaydon Community Liaison	Cllr Stanford
GLH Liaison	Cllr Stanford
Grass cutting	Clerk
Newsletter	Cllrs by rota
Planning	Cllr Smith
Play area	Cllr Langhorn
Roads	Cllr Stanford
Social media and e-mail list	Clerk
Street lighting	Cllr Langhorn
Tree issues	Cllr Shedden
Utilities (gas, electric, water, telecoms)	Cllr Middleton
Village Hall Committee liaison	Cllr Langhorn
Web site	Cllr Smith