

**Appendix 1 – TGR Responsibilities October 2023**

<b>Councillor Name</b>	<b>Area of Responsibility</b>	<b>Checks to be made</b>	<b>Regularity</b>
Cllr. K Coulson	Public toilets	<ul style="list-style-type: none"> <li>Lights / Heating</li> <li>Water function</li> <li>Cleanliness</li> <li>Locks</li> <li>No smoking signage</li> <li>General maintenance / Vandalism</li> </ul> Action - Adjusting the timer for lighting	Weekly  Start / end BS
Cllr. K Coulson	Bus Shelter Notice Board	<ul style="list-style-type: none"> <li>Lights</li> <li>Cleanliness</li> <li>General maintenance / Vandalism</li> <li>No smoking signage</li> </ul>	Weekly
All	Village Green	<ul style="list-style-type: none"> <li>Damage</li> <li>Grass cutting</li> <li>Wooden posts</li> <li>Paths</li> <li>Boules Pitch</li> </ul>	Daily
Cllr. Webster/Cllr Palmer and Cllr Dunstan	Recreation Ground	<ul style="list-style-type: none"> <li>Litter / Dog fouling</li> <li>Grass cutting / Hedge cutting</li> <li>Bins</li> <li>Benches</li> <li>Fencing</li> <li>Tennis club hedges</li> </ul>	Weekly
Cllr. Webster/ Cllr Palmer/Cllr Dunstan	Play Area	As Recreation Ground above plus: <ul style="list-style-type: none"> <li>Visual inspection of play equipment</li> <li>Inspection / report re play equipment, surfaces, fencing and seating</li> </ul>	Weekly Monthly
Cllr Palmer	Lewes Road Allotments	<ul style="list-style-type: none"> <li>Use / maintenance of allotments</li> <li>Hedge cutting</li> </ul> Action - Collect allotment rents (Clerk / RFO)	Regularly – vary by season Annually
All	Chapel Lane	<ul style="list-style-type: none"> <li>Grass cutting / Hedge cutting</li> <li>Wooden posts</li> </ul>	Ad hoc
Cllr Palmer	Memorial Pavilion	<ul style="list-style-type: none"> <li>Heating / frost watch</li> <li>Lights</li> <li>Water use / Showers</li> <li>General maintenance / Vandalism</li> <li>Security</li> <li>No smoking signage</li> </ul> Action – Emptying Electricity meter	Varied depending upon use  Quarterly
Cllr Soper	Defibrillator	<ul style="list-style-type: none"> <li>Battery check</li> <li>Damage check</li> </ul>	Weekly
Vacant – under review	Winter Management	<ul style="list-style-type: none"> <li>Salt Bin audit</li> <li>Co-ordinate snow clearance if necessary</li> </ul>	Ad hoc
Cllr Coulson	Phone Box	<ul style="list-style-type: none"> <li>Check on Book Swap</li> <li>Condition of Phone Box</li> </ul>	Weekly
Cllr Coulson/ Cllr Palmer/Cllr Dunstan	Boules Pitch	<ul style="list-style-type: none"> <li>Check on Condition</li> </ul>	Weekly
Cllr Peel-Cross	Highways Fingerposts	<ul style="list-style-type: none"> <li>Maintenance and upkeep</li> </ul>	Adhoc
All	Christmas Tree	<ul style="list-style-type: none"> <li>Risk assessment</li> <li>Erection</li> <li>Lights /Electrician sign off</li> </ul>	Annual

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