SCHEDULE OF SPECIAL APPOINTMENTS

Appendix to Minutes of ­­­5th July 2021

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| **ASSET/ROLE/GROUP** | **FIRST POINT OF CONTACT** | **SUPPORTED BY** |
| Reading Room (Fabric of the Building) | Rory Gilmour | Jacqui Russell |
| Reading Room (s.106 improvements) | Kym MacDonald | Jacqui Russell |
| Park Grounds & Play Equipment | Jacqui Russell | Kym MacDonald |
| War Memorial/Telephone Box | Kym MacDonald | Mike Harris |
| Cobbled Path | Mike Harris | Kym MacDonald |
| Verges | Mike Harris | Jacqui Russell |
| Footpaths | Ian Mason & Rory Gilmour | Mike Harris |
| Planning | Jacqui Russell | Mike Harris |
| Reading Room bookings and cleaning | To be Advertised | Rory Gilmour cleaning (tbc) |
| Reading Room utilities | Daryoush Sharifi | Rory Gilmour |
| Council insurance | Daryoush Sharifi | Mike Harris in the event of a claim |
| Social & charity | Jacqui Russell | Rory Gilmour |
| Neighbourhood watch | Kym MacDonald | Mike Harris |
| NAG | Mike Harris | Kym MacDonald |
| Neighbourhood Plan | Kym MacDonald | Mike Harris |
| Social welfare | Kym MacDonald |  |
| Faringdon Town Council | Jo Farrant | Jacqui Russell |
| National Trust | Mike Harris | Kym MacDonald |
| Sustainability Group | Kym MacDonald | Jacqui Russell |
| First Point of Contact for Defibrillator Group | Jo Farrant | Jacqui Russell |
| First Point of Contact for Website | Jo Farrant | Jacqui Russell |

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| Individual | Responsibilities and Liaison Duties | |
|  | Lead | Back up |
| Jacqui Russell  (Chair) | Park Planning  Social & Charity groups contact | Verges & BGC Reading Room Fabric Reading Room S106 Sustainability group contactFTC contact Defib Group contact Website contact |
| Mike Harris | Verges & BGC Cobbled Path  NT contact NAG liaison | Planning War Memorial & Telephone box Insurance  Neighbourhood plan liaison Neighbourhood watch |
| Rory Gilmour | Reading Room fabric & cleaning  Footpaths (with Ian Mason) | UtilitiesSocial & Chairty groups contact |
| Kym MacDonald  (Vice-chair) | Reading room S106  Social Welfare  Neighbourhood watch  Neighbourhood plan liaison Sustainability group contact | Park Cobbled PathNT contact NAG liaison |
| Jo Farrant  (Clerk) | Defib group contact Website Contact FTC liaison Submission of planning applications |  |
| Daryoush Sharifi (RFO) | Utilities Insurance |  |