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) | ParkPlanningSocial & Charity groups contact  | Verges & BGCReading Room FabricReading Room S106Sustainability group contactFTC contactDefib Group contactWebsite contact |
| Mike Harris | Verges & BGCCobbled PathNT contactNAG liaison | PlanningWar Memorial & Telephone boxInsuranceNeighbourhood plan liaisonNeighbourhood watch |
| Rory Gilmour | Reading Room fabric & cleaning Footpaths (with Ian Mason) | UtilitiesSocial & Chairty groups contact |
| Kym MacDonald (Vice-chair) | Reading room S106 Social WelfareNeighbourhood watchNeighbourhood plan liaisonSustainability group contact | ParkCobbled PathNT contactNAG liaison  |
| Jo Farrant (Clerk) | Defib group contactWebsite ContactFTC liaisonSubmission of planning applications |  |
| Daryoush Sharifi(RFO) | UtilitiesInsurance |  |