

**Alderbury & Whaddon Parish Council**

**Councillor roles and responsibilities 2025-26**

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| Chair Vice chair  | John Fuller Alex Wilkinson  |
| Wiltshire Council Planning Meetings  | Elaine Hartford or any available councillor  |
| Meetings - agenda, venue, dates  | Chair & VC  |
| Checking draft minutes  | Chair initially plus all councillors at next meeting  |
| Noticeboards  | Elaine Hartford  |
| Fountain report  | Chair  |
| Payroll  | John Fuller  |
| Bank Access  | Elaine Hartford, Kim Diprose, Mike Dent  |
| Bank Signatories  | Elaine Hartford, Kim Diprose, Mike Dent  |
| Sign off the monthly bank reconciliation  | John Fuller (has to NOT be a signatory)  |
| Allotments  | Elaine Hartford & Mel Lawrence (SRAA), Alex Wilkinson (High Street) |
| Alderbury & W Grimstead school link  | John Fuller  |
| PCC liaison  |  | John Fuller  |
| Village hall liaison  |  | Mike Huntley  |
| Police Liaison  |  | Elaine Hartford  |
| Personnel and Staff Matters  |  | Chair, VC, Mel Lawrence  |
| Area Board meetings  |  | All Cllrs  |
| Parish Steward  |  | Elaine Hartford,  |
| Grounds contractor liaison  |  | Elaine Hartford, Mel Lawrence  |
| Litter Volunteers  |  |  |
| Gardening Club  |  | Elaine Hartford  |
| Wildlife Project Coordinators  |  | Mel Lawrence, Alex Wilkinson  |
| Trees and tree wardens  |  | Alex Wilkinson, Mel Lawrence  |
| Alderbury Burial Ground  |  | Elaine Hartford, John Fuller  |
| Flood Warden APC flood email review |  | Mike Dent Mike Dent |
| Civil Emergency Response Volunteer  |  | Mike Dent  |
| Social Club  |  |  |
| LHFIG meetings  |  | Elaine Hartford  |
| Youth including Scouts and Guides  |  | Kim Diprose, Alex Wilkinson  |
| Community Hub working group  |  | John Fuller, Alex Wilkinson, Colin Roberts  |
| Communications working group  |  | Kim Diprose, Colin Roberts  |
| Playground inspections  |  | Weekly rota of most councillors plus the clerk  |
| Footpaths WGFootpaths volunteer co-ordinatorPolicy review WG |  | Mike Dent, Mike Sneddon, Kim DiproseMike SneddonJohn Fuller, Mike Sneddon, Mike Dent |
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Alderbury Parish Council, Clerk: Liz Holland

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