

**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 WG  Footpaths volunteer co-ordinator  Policy review WG |  | Mike Dent, Mike Sneddon, Kim Diprose  Mike Sneddon  John Fuller, Mike Sneddon, Mike Dent |
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Alderbury Parish Council, Clerk: Liz Holland

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