



Alderbury & Whaddon Parish Council

Councillor roles and responsibilities 2025-26

Chair	John Fuller
Vice chair	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, Brian Jackman
Grounds contractor liaison	Elaine Hartford, Mel Lawrence
Litter Volunteers	Mike Sneddon
Gardening Club	Elaine Hartford
Wildlife Project Coordinators	Mel Lawrence, Mike Sneddon
Trees and tree wardens	Mike Sneddon, Mel Lawrence
Alderbury Burial Ground	Elaine Hartford, John Fuller
Flood Warden	Mike Dent, Mike Sneddon
APC flood email review	Mike Dent
Civil Emergency Response Volunteer	Mike Dent, Brian Jackman
Social Club	Brian Jackman
LHFIG meetings	Elaine Hartford, Mike Sneddon
Youth including Scouts and Guides	John Fuller, Alex Wilkinson
Community Hub working group	John Fuller, Alex Wilkinson, Colin Roberts Brian
Communications working group	Kim Diprose, Colin Roberts
Playground inspections	Weekly rota of most councillors plus the clerk
Footpaths WG	Mike Dent, Mike Sneddon, Kim Diprose
Footpaths volunteer co-ordinator	Mike Sneddon
Policy review WG	John Fuller, Mike Sneddon, Mike Dent