



Alderbury & Whaddon Parish Council **Councillor roles and responsibilities 2024-25**

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| 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 and Vice-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, Alex Wilkinson |
| 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 | Barry Sloan |
| 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 | Barry Sloan, Mike Dent |
| Civil Emergency Response Volunteer | Barry Sloan, Mike Dent |
| Social Club | Michael Considine |
| LHFIG meetings | Elaine Hartford |
| Youth including Scouts and Guides | Kim Diprose, Alex Wilkinson |
| Community Hub working group | John Fuller, Alex Wilkinson, Michael Considine, Colin Roberts |
| Communications working group | Kim Diprose, Colin Roberts |
| Playground inspections | Weekly rota of most councillors plus the clerk |
| Footpaths | Mike Dent |