

Councillor	Area of Responsibility	Specific Requirements
<b>Pam Moscrop Chair</b>	<ul style="list-style-type: none"> <li>• Social Media – Facebook, What’s App</li> <li>• Devizes Area Board</li> <li>• Ex-Officio member of UPEG</li> <li>• Liaison with: The press (with Vice Chairman)</li> <li>• Liaison with: Wedhampton and Lydeaway residents</li> </ul>	
<b>Sarah Bamber Vice Chair</b>	<ul style="list-style-type: none"> <li>• Recreation Ground, Equipment and Football Pitch</li> <li>• Japanese knotweed</li> <li>• Liaison with: Community Shop</li> <li>• Liaison with: Press (with Chairman)</li> </ul>	<p>Recreation Ground and Equipment</p> <ul style="list-style-type: none"> <li>• Regularly (monthly) inspect and ensure safety and cleanliness of playground equipment and of the wider Recreation Ground; keep a UPC log of inspections undertaken, and any remedial action required.</li> <li>• Organise remedial action as and when necessary, utilising internal UPC or contractor resources, the latter in consultation with the Clerk to the Council.</li> </ul> <p>Allotments</p> <ul style="list-style-type: none"> <li>• Attend and represent UPC at the Association annual AGM meeting; report back to UPC at the next FC meeting.</li> <li>• Liaise with Allotment Association on a regular basis</li> </ul>
<b>Simon Holt Planning lead</b>	<ul style="list-style-type: none"> <li>• Devizes area Board</li> <li>• Urchfont Parish Neighbourhood plan</li> </ul> <p>Planning:</p> <ul style="list-style-type: none"> <li>• Planning Applications including tree applications.</li> <li>• Planning Policies and Procedures</li> <li>• Councillor Familiarisation with Planning Policies etc. Trees:</li> <li>• Remedial Works from latest survey and general oversight of trees on Parish owned / managed land.</li> </ul> <p>Environmental Issues UPEG Trees:</p> <ul style="list-style-type: none"> <li>• General oversight of trees on Parish owned / managed land.</li> <li>• Liaison with: Friends of Oakfrith Wood</li> <li>• Ex-Officio member of UPEG</li> </ul>	
<b>Highways Andy Stephens</b>	<ul style="list-style-type: none"> <li>• LHFIG representation</li> <li>• Devizes area Board</li> </ul> <p>Highways including:</p> <ul style="list-style-type: none"> <li>• Road safety</li> <li>• Parking</li> <li>• Speed Watch</li> <li>• Lydeaway / Wedhampton Junctions</li> <li>• Street furniture and Lighting</li> <li>• Bus Stops</li> <li>• Liaison with Parish Steward</li> <li>• Grass Verges</li> <li>• Drains</li> <li>• Top Green</li> <li>• Liaison with: The Community Bus Committee</li> </ul>	<p>Highways</p> <ul style="list-style-type: none"> <li>• Liaising with and supporting the role of the Community Speed Watch team, and reporting to UPC on results and developments</li> <li>• Liaising with Scarecrow Committee regarding road use during the festival weekend</li> </ul>

<b>Sally Shears</b>	<ul style="list-style-type: none"> <li>• Lydeway representation</li> <li>• Planks representation</li> </ul>	
<b>Trevor Hill</b>	<ul style="list-style-type: none"> <li>• Parish Trust</li> <li>• Urchfont Parish Neighbourhood plan</li> <li>• Cemetery</li> <li>• Farmer's Field</li> <li>• Highways with Andy</li> <li>• Liaison with: Tennis Club</li> <li>• Liaison with: Local Rights of Way Volunteer Group</li> </ul>	<b>Cemetery</b> <ul style="list-style-type: none"> <li>• Undertake and document the annual H&amp;S inspection with the Clerk.</li> <li>• Organise annual UPC maintenance working party(s)</li> <li>• Identify ad-hoc maintenance requirements for the Bier House / cemetery facilities over and above those covered by the UPC Maintenance contract.</li> </ul>
<b>John Rotherford</b>	<ul style="list-style-type: none"> <li>• Liaison with First Responders and Defibrillator maintenance</li> <li>• Pond Green Maintenance and, Duck House and pond water replenishment</li> <li>• Liaison with: Pond keeper</li> <li>• Councillor recruitment</li> </ul>	<b>Pond:</b> <ul style="list-style-type: none"> <li>• Ensure that all fixed and portable equipment is maintained in good working order and that all H&amp;S aspects are addressed.</li> <li>• Facilitate topping up of the pond water.</li> <li>• Oversee Pond Green electrical cabinets and connections in and around Duck House compound.</li> <li>• Monthly connect with pond keeper and update relevant information at monthly UPC meetings.</li> <li>• Identify maintenance requirements for the Duck House</li> <li>• Urchfont Pond Algae Project</li> </ul>
<b>Jackie Waddell</b>	<ul style="list-style-type: none"> <li>• Liaison with WI and other community groups</li> <li>• Liaison with: Urchfont Allotment Association</li> <li>• Liaison with: The Church</li> </ul>	
<b>Pauline Kendall</b>	<ul style="list-style-type: none"> <li>• Redhorn news / Social media updates</li> <li>• Councillor recruitment</li> <li>• Candles Round the Pond Event</li> <li>• Christmas Tree, Christmas Lights</li> <li>• Liaison with: Youth (including schools, pre-schools etc)</li> </ul>	<b>Events</b> <ul style="list-style-type: none"> <li>• Ensuring seamless cooperation with Candles Round the Pond and other approved events</li> <li>• Christmas tree and lights</li> <li>• Oversee Christmas tree and lights arrangements</li> </ul>

## Terms of Reference

Each councillor will be assigned Council lead roles based on areas of responsibility and work to the following generic terms of reference in relation to that specific area of responsibility:

- Being the primary councillor point of contact for designated roles.
- Be proactive not just reactive.
- Liaising directly with and seeking legislative / administrative / financial advice from the Clerk to the Council.
- Ensuring compliance with UPC Policies, Procedures and Regulations
- Attending and/or being aware of the outcome of formal meetings of the organisations they liaise with (e.g., AGM meetings), report key issues to Council.
- Working with other organisations as necessary.
- Presenting budgetary requirements for their role before the November meeting each year; monitoring allocated budget and report progress on spend as necessary.
- Seeking support from other councillors.
- Providing written update reports to UPC as necessary, minimum twice per year.
- Bringing issues for debate to any council meeting; notify the Clerk to have item included in the appropriate agenda.
- Ensuring that relevant papers are distributed prior to a meeting.
- Following up and completing actions assigned during a council meeting.
- Where appropriate, managing agreed projects related to their roles.
- Ensure H&S requirements / measures are implemented and maintained as part of the Council risk management process; consult with Clerk to the Council for advice / assistance as necessary.