

LEAD COUNCILLOR ROLES

Preamble

The Clerk to the Council retains day to day responsibility for interaction / communication with Wiltshire Council departments, Parish Steward, UPC Maintenance Contractor and for undertaking / maintaining cemetery administration / records, financial accounting / internet banking, procurement of goods / services, the website and for ensuring that the Council is compliant with legislation and regulations; he will consult with and be consulted by lead councillors where issues / proposals arise in these respects and a way forward agreed. He is also normally the first point of call for members of the public on a wide range of topics; where appropriate he will involve lead councillors to resolve issues.

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.

Additional TOR specific to individual Roles:

Allotments

- Attend and represent UPC at the Association annual AGM meeting; report back to UPC at the next FC meeting
- Liaise with Allotment Association on a regular basis

Cemetery

- Undertake and document the annual H&S inspection with the Clerk
- Organise annual UPC maintenance working party(s)
- Identify ad-hoc maintenance requirements for the Bier House / cemetery facilities over and above those covered by the UPC Maintenance contract

Recreation Ground and Equipment

- 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
- Organise remedial action as and when necessary utilising internal UPC or contractor resources, the latter in consultation with the Clerk to the Council.

Pond and the Environs

- Ensure that all fixed and portable equipment is maintained in good working order and that all H&S aspects are addressed
- Facilitate topping up of the pond water.
- Oversee Pond Green electrical cabinets and connections in and around Duck House compound.
- Oversee Christmas tree and lights arrangements.
- Identify maintenance requirements for the Duck House

Highways

- Liaising with and supporting the role of the Community Speed Watch team, and reporting to UPC on results and developments
- Leading the objective of extending the 30mph zone on the B3098 to encompass all residential buildings in Urchfont
- Ensuring seamless cooperation with Candles Round The Pond and other approved events
- Liaising with Scarecrow Committee regarding road use during the Festival weekend