

WINTERBOURNE PARISH COUNCIL

*Portfolio list responsibilities*

**Purpose of the portfolio list**

Portfolio responsibilities allow a distribution of work among councillors, as well as providing points of contact for defined issues/topics. A key benefit of these allocated responsibilities is that they ensure that routine business can proceed efficiently and effectively on a continuous basis. Since all decisions must (by law) be made by the Council in open meetings well defined portfolio responsibilities, together with a workplan and budget that has been agreed by the Parish Council, allow individual councillors to **implement** council decisions and standard procedures as and when needed.

For each of the councillor tasks we should have a second nominated councillor to support, cover etc.

Proposed Task	Current responsible councillor (second)	Key tasks	Key relationships
<b>1. Councillor tasks</b>			
Governance and finance	R Judd C Bruce-White	Oversight of finance and accounts Compliance (legal, records/archive, financial etc.) Development and review of policies, standing orders	Works closely with Clerk on all aspects Internal auditor
Publications	B Mackie N Palmer (G Griffiths)	Development and implementation of publication policy (part of record/archives) Support Village Link publication Development and implementation of new community website	Clerk Village Link editor Oxarix Ltd
Maintenance	R Judd N Palmer	Management of primary grounds maintenance contract Implement additional <i>ad hoc</i> grounds maintenance as approved by Parish Council Implementation through contracts, Parish Steward, community days, and referral to WC (including CATG) Implementation of other maintenance, repair and construction projects	Maintenance contractor Wiltshire Council highways (inc. Parish Steward) and Streetscene
Planning	C Bruce-White B Mackie	Monitor planning applications and brief PC accordingly. Review & coordinate response to regional and national planning strategies and consultations. Monitor CIL/s106 entitlements. Link to Neighbourhood Plan.	WC Planning Department. Neighbourhood Plan Steering Group
Community resilience and crime prevention	N Palmer B Mackie	Development & review of Winterbourne Community Resilience Plan Oversight/lead on Speedwatch, use of CCTV	Amesbury Community Police Team CBRN Centre Speedwatch Team Leader ? Neighbourhood Watch

Glebe Hall & Glebe Hall car park	S Palluel	Represent WPC as custodian trustee of Glebe Hall. Role includes oversight/liason of contract relationships with Diocese and Kindred BVNS as these are all interlinked. Liaison with Winterbourne Earls Primary School.	Glebe Hall Management Committee & its chairman (Graham Lloyd) Salisbury Diocese (through Strutt & Parker) Kindred BVNS Primary School
Sport & recreation facilities, community engagement	J Harrison N Palmer	Development and use of sport and recreation equipment and grounds Community consultations and meetings, inc. use of social media Community (maintenance) days	Sport and youth clubs and other groups/organisations Link to portfolio leads for maintenance
Transport	J Harrison	Rights of way Cycle route(s) Public transport	Wilts Council (Rights of way officer, lead on Salisbury/Porton cycle route)
<b>2. Other defined tasks/functions</b>			
Chairman	R Judd	Chair meetings (inc. setting of agenda in liaison with Clerk) Represent parish and Parish Council	Clerk Unitary Councillor WC Southern Area Board and CATG
Neighbourhood Plan Steering Group (NPSG)	N/A	Development of Neighbourhood Plan	
Allotment Manager	R Judd	Management of the statutory allotment site Down Barn Road	Clerk Allotment garden tenants
Speed watch	B Mackie (A Paddock)		Police
Village Link & website editor	Clerk N Palmer		
Glebe Hall Management Committee	S Palluel		

Where appropriate portfolios should have in place, or have access to, the following supporting documents/information:

- Leases, contracts applicable to the function
- Specific policies, risk assessments
- Portfolio specific policy/strategy, role descriptions, and annual work plan or equivalent
- List of contacts