

## DURRINGTON TOWN COUNCIL

### COMMITTEES, ROLES AND RESPONSIBILITIES 2022/23

<p><b><u>Chairman of the Council</u></b>          Chair all Town Council Meetings          Regular contact with Clerk          Attend official functions</p> <p><b><u>Vice Chairman of the Council</u></b>          Deputise for the Chairman at meetings and official functions</p>	<p>Cllr G Wright</p> <p>Cllr S Paines</p>
<p><b><u>Planning Committee members</u></b>          Set meetings          Advert to public          Replies to Wiltshire Council          Call-ins to Wiltshire Councillor</p>	<p>Cllr D Healing - Chairman          Cllr G Wright - Vice Chairman          Cllr S Paines          Cllr S Burr          Cllr S Botham          Cllr M Wardell</p>
<p><b><u>Speedwatch Team Lead/Coordinator</u></b></p>	<p>Cllr P Paul</p>
<p><b><u>HR Committee</u></b>          HR matters          Employment contracts and pay</p>	<p>Cllr C Butler – Chairman          Cllr Botham          Cllr Wright          Cllr Rennie          Cllr Wardell</p>
<p><b><u>Finance Committee</u></b>          Conduct quarterly checks of accounts          Review Financial Standing Orders</p>	<p>Cllr S Rennie – Chairman          Cllr S Botham – Vice Chairman          Cllr M Wardell          Cllr G Wright          Cllr P Galan-Bamfield          Cllr Silk</p>
<p><b><u>Policies Committee</u></b>          Conduct annual reviews of all policies and regulations.          Work with the clerk on new policies and regulations</p>	<p>Cllr S Botham – Chairman          Cllr D Healing          Cllr G Wright</p>
<p><b><u>Staffing Sub-committee</u></b>          To deal with all staffing issues, advertising and interviewing.          Appraisals and training and report to the HR committee</p>	<p>Cllr I Silk          Cllr A Foss          Cllr S Burr</p>
<p><b><u>Amenities (non committee)</u></b>          Monthly Report          Forward Plan          Consider Budget requirements          Cllrs to provide updates on a monthly basis (if required), or provide nil return</p>	<p>See Below</p>
<p><b><u>River Park          Recreation Ground          Pavilion</u></b></p>	<p>Cllr I Silk          Cllr A Foss          Cllr G Wright</p>

<u>Avon Fields</u> <u>Fargo Road Play</u> <u>Cemetery</u> <u>Youth Services</u> <u>Village Hall</u> <u>Allotments Avon Fields</u> <u>Allotments Millennium Park</u> <u>Speedwatch</u>	Cllr M Wardell Cllr S Burr Cllr S Rennie Cllr S Rennie Cllr S Paines Cllr G Wright Cllr S Rennie Cllr P Paul
<b>REPRESENTATIVES AT EXTERNAL MEETINGS</b>	
<u>World Heritage Site Management Plan</u> Attend meetings	Cllrs Silk and Botham
<b>CATG</b> Attend meetings Prioritise Durrington's Highway requirements	Cllrs Wright and Paul
<u>Amesbury Area Board</u> Attend meetings	Cllrs Wardell and Paines
<u>Larkhill Communitiy Partnership</u>	Cllrs Wright and Burr