

HPC COMMITTEES, GROUPS & ROLES SUMMARY

Updated : April 2023

Role	Name
Chairman	Brad Norton
Vice Chairman	Mike York
Other Councillors	Julie Easton, Gus Maclver, Mark Bartholomew, Nick Doe

Committee/Group	Description	Major / Minor	Current lead and members
Strategic planning	<ul style="list-style-type: none"> To review and execute HPC's strategy. 	Major	Lead: Chairman, Vice Chair
Finance	<ul style="list-style-type: none"> To manage the monthly income and expenditure Build the annual budget and set the tax level of the precept Track the annual spending against budget Manage any grants and S106 monies in conjunction with BDBC Manage annual audit Manage grant requests 	Major	Lead: Clerk Members: Chairman, Vice Chairman, Gus Maclver
Planning Working Group	<ul style="list-style-type: none"> To receive and comment on all planning application in the parish and on those issues that affect and/or impact our parish from neighbouring parishes To talk as relevant at B&D planning meetings on an applications To be a point of contact for any parishioner wanting to discuss planning application in the parish Owner of the Village Design Statement document (VDS) 	Major	Lead: Members: Mike York, Julia Easton (trees)
Neighbourhood Plan Steering Group	<ul style="list-style-type: none"> Owner of the Neighbourhood Plan (NP) document Manage applications for grant funding Create NP in conjunction with feedback from public engagement, consultations and BDBC liaison Reports to Parish Council Will be disbanded upon completion of the NP 	Major	Lead: Colin Wall (not Cllr) Cllr Members: Mike York, Gus Maclver
Amenities	<ul style="list-style-type: none"> To manage and control all public amenity facilities in the parish: bus shelters, bins To build cases and search for funding partners for any future amenities projects 	Major	Lead: Clerk <i>Desired councillor : 1</i>
Footpaths	<ul style="list-style-type: none"> Management of footpaths in the parish and liaison with local land owners with respect to footpath and footpath furniture maintenance Ensure all footpaths are signed correctly and have yellow way markers in place Work with landowners to proactively remove stiles and replace with kissing gates to make the countryside accessible for all 	Major	Lead: Mark Bartholomew <i>Desired councillors : 1</i>
Highways	<ul style="list-style-type: none"> Liaison and close working with HCC with respect highway maintenance issues SID- ownership of locations and data manipulation 	Major	Lead: Julia Easton <i>Desired councillors :1</i>

	<ul style="list-style-type: none"> • Pothole checking 		
Police	<ul style="list-style-type: none"> • Responsible for parish liaison with PCSO 	Minor	Lead: Clerk Cllr Member: <i>Mark Bartholomew</i>
Disaster Planning	<ul style="list-style-type: none"> • Responsible for the disaster recovery plan that is shared with neighbouring parish councils • Annual update of plan with other parish councils • Submission of updated plan to B&D 	Minor	Lead: Clerk <i>Desired councillors : 1</i>
IT	<ul style="list-style-type: none"> • Management of HPC website and Facebook page • Management of HPC Email service provider • Knowledgeable on IT matters for the parish e.g. broadband 	Minor	Lead: Clerk Cllr Member: Nick Doe <i>Desired councillors : 1</i>
Highclere Society Liaison	<ul style="list-style-type: none"> • HPC's representative to liaise with HS. 	Minor	Lead: Brad Norton Cllr Members: Mark Bartholomew, Gus MacIver <i>Desired councillors : 2</i>
Clerk	<ul style="list-style-type: none"> • Clerk to the council • Administrative function to the Council • Representative of HPC to HALC • Finance responsibility for HPC and audit process • Employee to HPC • Responsible for Litter Warden • Liaison with Lengthsman via St Mary Bourne PC 	Major	Current Clerk: Amy White <i>Mandatory role</i>
Litter Warden	<ul style="list-style-type: none"> • Responsible for ensuring that HPC is a litter free as possible in public places • Responsible for the public litter bins • Employee to HPC 	Major	Dave McClelland
Ad hoc projects	<ul style="list-style-type: none"> • 		
HR	<ul style="list-style-type: none"> • To provide a yearly review of the Clerk's performance and salary. • To ensure Clerk's salary is fair and in line with HALC recommendations. 		Lead: Chair, Vice Chair