

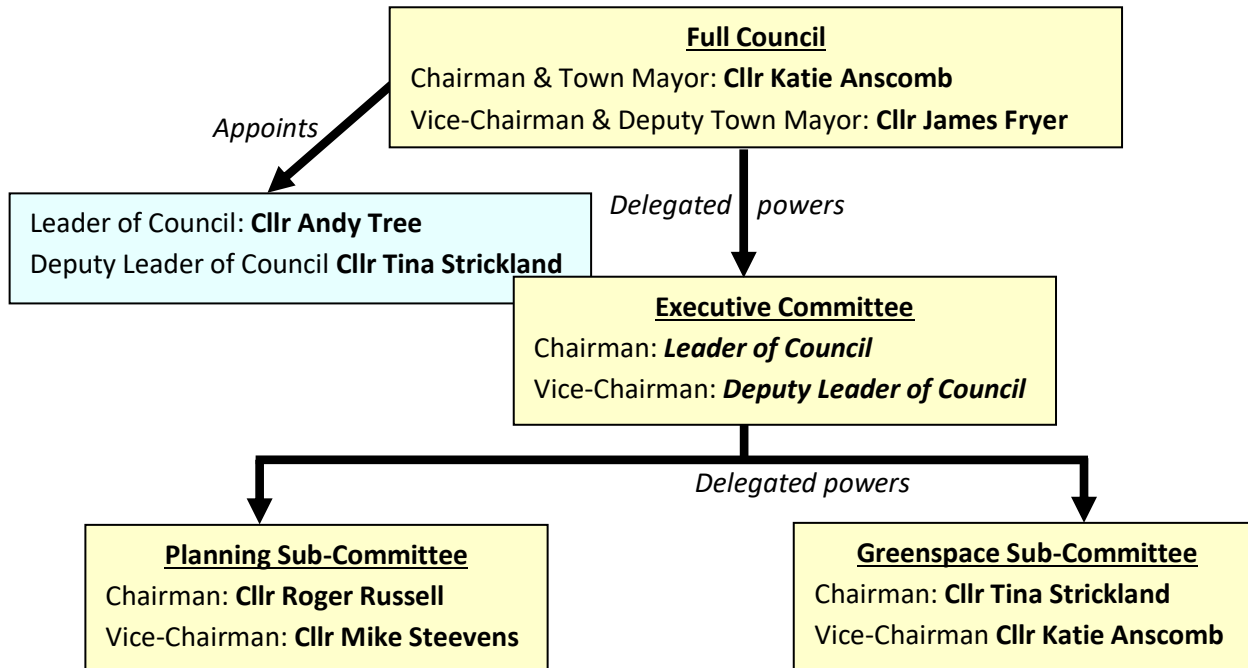


**WHITEHILL
TOWN COUNCIL**
Serving Whitehill & Bordon

Structure & Contact Details



COUNCIL GOVERNANCE STRUCTURE



Whitehill Town Council (Full council) is made up of fifteen elected councillors, covering three wards across the Parish of Whitehill. Council candidates may stand under political party tickets and at the last election on 2 May 2019, candidates representing the Whitehill & Bordon Community Party won all 15 seats. The Town Council is a separate legal entity to any political party represented on it.

The Chairman and Vice-Chairman of Council are elected from amongst members at the Annual Council meeting. As a Town Council, the Chairman is styled as Town Mayor and the Vice-Chairman is styled as Deputy Town Mayor. The Town Council currently meets in full four times a year. The Town Mayor is ceremonial first citizen of the town and civic non-political representative of the parish. **The Current Town Mayor is CLlr Katie Anscomb.**

The Leader and Deputy Leader of Council are elected from amongst members at the Annual Council meeting. **Whitehill Town Council has resolved to delegate most decisions to its Executive Committee**, which has six members and usually meets at least once a month. Under standing orders, the Leader of Council is automatically Chairman of the Executive Committee. **The current Leader of Council is CLlr Andy Tree**, who is also Leader of the Whitehill & Bordon Community Party. **The Executive Committee deals with Council Policy and Finance.**

A Planning Sub-Committee and Greenspace Sub-Committee in turn have delegated authority from the Executive Committee. These sub-committees elect their own Chairman and Vice-Chairman. **The Chairman of Greenspace Sub-Committee is CLlr Tina Strickland and Chairman of Planning Sub-Committee is CLlr Roger Russell.**

The Council has resolved to create a Whitehill & Bordon Community Events Group, with the purpose of bringing together other organisations in Whitehill & Bordon that does not intrude on their independence but does allow useful communication and collaboration, to benefit residents. **The Chairman is CLlr Bisi Kennard.**

A full list of councillors can be found on our website www.whitehilltowncouncil.gov.uk.

A full list of the committee terms of reference can be viewed from our website.

<http://www.whitehilltowncouncil.gov.uk/UserFiles/Files/Terms%20of%20Reference%202020.pdf>

EMPLOYEE ORGANISATIONAL STRUCTURE

Office Structure

EXECUTIVE COMMITTEE

Represented by its Chairman Cllr Andy Tree

LORRAINE JEFFS
Town Clerk & General Manager

Governance, Strategic Lead in support of Developing Town, Policies, Finance & Contracts Management, Clerk to Exec & FC. AGAR submission and budget planning. Deputises for Deputy Town Clerk in their absence, recruitment, staff & councillor training, staff development and HR matters, website overview and press releases. Stakeholder & community engagement. Projects planning & management, S106 and grant applications, tender specifications & contracting

RAYMOND RAMSAY
Deputy Town Clerk & Operations Manager

Deputises for the Town Clerk in their absence. Operations and amenities management. Strategic support, stakeholder & community engagement. Clerk to planning & greenspace, risk assessments overview, social media overview, publications, newsletter.

WENDY PENFOLD
Senior Administrator & Town Mayor's PA

Allotments management, events management, office systems management, assistant to Town Mayor, Deputy Mayor, council reps & councillor availability. Admin assistance to The Town Clerk & Deputy Town Clerk.

STEPHEN UDEN
Grounds Supervisor

Grounds & facilities management, SANG & SPA management, Bordon Inclosure & Nature Reserve SLA & contract management, grounds facilities risk assessments, monthly playground inspections.

WENDY BRIDLE
Finance Officer

Management of finance, bookkeeping & invoices, asset register, grant payments, finance risk management assessment, AGAR & budget presentation & monitoring, insurance, GDPR, utilities management.

SARAH SWEETLAND
Administrator & Media Officer

General administration, contracts & project support, council website & social media, minute clerk for FC, Exec, Greenspace, newsletter.

MARVIN KINCH
Grounds Assistant

Litter collection, maintenance support.

The relationship between members (councillors) and officers is further defined in our officer/member protocol:
<http://www.whitehilltowncouncil.gov.uk/UserFiles/Files/Officer-Member%20Protocol.pdf%2024-03-2020.pdf>

WHO TO CONTACT IN THE COUNCIL OFFICES

At Whitehill Town Council our key roles are:

	OFFICER CONTACT	COUNCILLOR CONTACT
<u>Allotments</u> - 1 site located at Mill Chase and 1 site located at Savile Crescent	Senior Administrator Wendy Penfold Bookings, payments & tenancy agreements info@whitehilltowncouncil.gov.uk Grounds Officer Stephen Uden Vandalism & grounds maintenance 01420 473123	
Benches & grit bins	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	
<u>Bordon Inclosure</u>	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	Greenspace sub-committee Chairman, Cllr Tina Strickland tina.strickland@whitehilltowncouncil.gov.uk
Bus shelters	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	
<u>Community grants</u>	Town Clerk Lorraine Jeffs lorraine.jeffs@whitehilltowncouncil.gov.uk 01420 473123	Executive committee Chairman, Cllr Andy Tree andy.tree@whitehilltowncouncil.gov.uk
Consultee on local planning applications - the council review planning applications & report back to the planning authority. The majority of the area falls within <u>East Hampshire District Council</u> , but there is a small pocket within the <u>South Downs National Park</u> .	Deputy Town Clerk Raymond Ramsay deputyclerk@whitehilltowncouncil.gov.uk 01420 473123	Planning sub-committee Chairman, Cllr Roger Russell roger.russell@whitehilltowncouncil.gov.uk
Deadwater Valley Nature Reserve - managed by the <u>Deadwater Valley Trust</u>	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	Greenspace sub-committee Chairman, Cllr Tina Strickland tina.strickland@whitehilltowncouncil.gov.uk
<u>Hollybrook Pond & dipping platform</u>	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	Greenspace sub-committee Chairman, Cllr Tina Strickland tina.strickland@whitehilltowncouncil.gov.uk
Local Council offices	info@whitehilltowncouncil.gov.uk 01420 473123	
<u>Parks, Playgrounds & Open spaces</u> – Including <ul style="list-style-type: none"> • Cypress Road - kick wall & basketball net • Fernlea open space • Fir Grove playground • Fitness trail at Mill Chase • Grafton Close open space • Jubilee Park & BMX track • Knaves Mire (Laundry Field) 	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	Greenspace sub-committee Chairman, Cllr Tina Strickland tina.strickland@whitehilltowncouncil.gov.uk

<ul style="list-style-type: none"> • Mill Chase Recreational Ground, Pavilion & playground • Malmesbury Road - kick wall and basketball net • St Lucia Lodge open space • Sutton Field playground at Whitehill Village Hall • The skatepark at Budds Lane 		
S106 funding	Town Clerk Lorraine Jeffs lorraine.jeffs@whitehilltowncouncil.gov.uk 01420 473123	Executive committee Chairman, Cllr Andy Tree andy.tree@whitehilltowncouncil.gov.uk
The planters 3 of which are located at the cross road's near the Eco Station & 3 planters by Whitehill Village Hall	Grounds Officer Stephen Uden stephen.uden@whitehilltowncouncil.gov.uk 01420 473123	Greenspace sub-committee Chairman, Cllr Tina Strickland tina.strickland@whitehilltowncouncil.gov.uk
Town council strategic plan/policy/budget	Town Clerk Lorraine Jeffs lorraine.jeffs@whitehilltowncouncil.gov.uk 01420 473123 Finance Officer Wendy Bridle	Executive committee Chairman, Cllr Andy Tree andy.tree@whitehilltowncouncil.gov.uk
Town development discussions	Town Clerk Lorraine Jeffs Lorraine.jeffs@whitehilltowncouncil.gov.uk 01420 473123	Executive committee Chairman, Cllr Andy Tree for town council policy related queries. andy.tree@whitehilltowncouncil.gov.uk For Greenspaces & GGGL related queries Deputy Town Clerk, Raymond Ramsay deputyclerk@whitehilltowncouncil.gov.uk and Chairman of Greenspaces, Cllr Tina Strickland, tina.strickland@whitehilltowncouncil.gov.uk For planning related queries Deputy Town Clerk, Raymond Ramsay deputyclerk@whitehilltowncouncil.gov.uk and Chairman of Planning sub-committee, Cllr Roger Russell, roger.russell@whitehilltowncouncil.gov.uk
The Town Mayor attending events	PA to the Town Mayor Wendy Penfold info@whitehilltowncouncil.gov.uk 01420 473123	The Town Mayor, Cllr Katie Anscomb katie.anscomb@whitehilltowncouncil.gov.uk
War Memorial	info@whitehilltowncouncil.gov.uk 01420 473123	Executive Committee Chairman, Cllr Andy Tree andy.tree@whitehilltowncouncil.gov.uk

For any general questions that do not come under any other heading listed please contact the town council office:

Email: info@whitehilltowncouncil.gov.uk

Phone: 01420 473123
07423 729289

THIRD PARTY ORGANISATIONAL REPRESENTATIVES

ORGANISATION	COUNCILLOR REPRESENTATIVE	
Barbados House Association (The Phoenix)	Cllr Kennard Cllr Fryer	bisi.kennard@whitehilltowncouncil.gov.uk james.fryer@whitehilltowncouncil.gov.uk
Bordon Buddies	Cllr Tree Cllr Kennard	andy.tree@whitehilltowncouncil.gov.uk bisi.kennard@whitehilltowncouncil.gov.uk
Citizens Advice East Hampshire	Cllr Tree	andy.tree@whitehilltowncouncil.gov.uk
Conde Link Twinning Association	The Town Mayor Deputy Town Mayor	katie.anscomb@whitehilltowncouncil.gov.uk james.fryer@whitehilltowncouncil.gov.uk
Community Partnership meeting (Formerly CTCG)	Cllr Toovey Reserve Cllr Tree	jason.toovey@whitehilltowncouncil.gov.uk andy.tree@whitehilltowncouncil.gov.uk
Deadwater Valley Trust	Cllr T Strickland	tina.strickland@whitehilltowncouncil.gov.uk
East Hampshire District Council Strategy Board	Leader Reserve Deputy Leader	andy.tree@whitehilltowncouncil.gov.uk tina.strickland@whitehilltowncouncil.gov.uk
East Hampshire Association of Parish & Town Councils	Leader Deputy Leader	andy.tree@whitehilltowncouncil.gov.uk tina.strickland@whitehilltowncouncil.gov.uk
Health representative to the NHS CCG stakeholder board	Cllr Brand	james.brand@whitehilltowncouncil.gov.uk
Transport representative	Cllr Russell	roger.russell@whitehilltowncouncil.gov.uk
Underpass at Quebec Park	Cllr Kennard	bisi.kennard@whitehilltowncouncil.gov.uk
Whitehill & Bordon Community Trust	Cllr Kennard Reserve Cllr Anscomb	bisi.kennard@whitehilltowncouncil.gov.uk katie.anscomb@whitehilltowncouncil.gov.uk
Whitehill & Bordon Regeneration Company for Hogmoor Inclosure	Cllr T. Strickland	tina.strickland@whitehilltowncouncil.gov.uk
Whitehill & Bordon Steering Group, EHDC Healthy New Towns project	Cllr T. Strickland	tina.strickland@whitehilltowncouncil.gov.uk
Whitehill & Bordon Town Partnership	Cllr Kennard Reserve Cllr Anscomb	bisi.kennard@whitehilltowncouncil.gov.uk katie.anscomb@whitehilltowncouncil.gov.uk
Whitehill Village Hall	Cllr Sanders Cllr T. Strickland Reserve Cllr Anscomb	duncan.sanders@whitehilltowncouncil.gov.uk tina.strickland@whitehilltowncouncil.gov.uk katie.anscomb@whitehilltowncouncil.gov.uk
Xchange	Cllr Tree Cllr Fryer	andy.tree@whitehilltowncouncil.gov.uk james.fryer@whitehilltowncouncil.gov.uk
Youth representative	Cllr Kennard	bisi.kennard@whitehilltowncouncil.gov.uk
The Leader of Council may act as an additional council representative with third parties for town development & associated issues in coordination with the relevant outside body representatives, where applicable.	Leader	andy.tree@whitehilltowncouncil.gov.uk