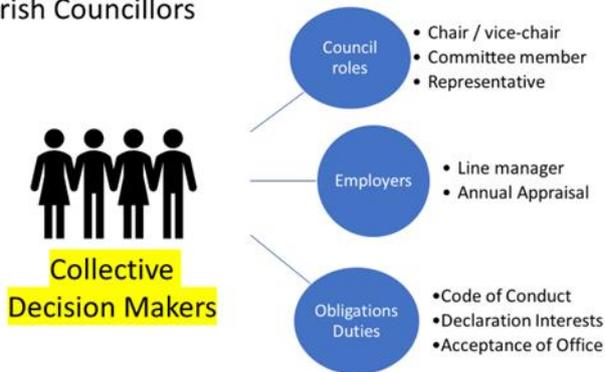


Parish Councillors



<p>Chairman:</p> <ul style="list-style-type: none"> - Can't meet without one - Keeps Good Order - Signs the approved minutes - Signs AGAR (x2) - Receives members' resignations - Uses casting vote
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Parish councillor role description

Summary

Details of the role of a parish councillor and the qualities required.

Description of the role

ROLE of Parish Councillor	
Responsible to:	All people resident within the Parish
Regular liaison with:	Other councillors, local authorities, residents
Period of service:	Four years with possible extension.
Salary:	This is a voluntary position with some expenses payable.

Main purpose

To represent the views of all residents within your parish.

Secondary purpose

- As part of a local council you will have responsibility for running local services which may include: open spaces, play areas, village halls, community car schemes and potential for more.
- Deciding how much to raise by way of a precept in order to deliver your council's services.
- Strategically influencing and shaping the long-term development policy for the parish and as part of the planning process commenting on planning applications in the parish.
- Improving the quality of life and the environment in the local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

Person specification

Criteria: You must be...	Essential	Desirable
- Over the age of 18 years	✓	
- Be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and	✓	
a) Registered as a local government elector for the parish via the Register of Electors, or b) Occupying, as owner or tenant, land or other premises in the parish for the past 12 months, or c) Working in the parish as your principal or only place of work, or d) Living within three miles of the parish boundary	✓	
To be validly appointed it is essential to meet at least one of the above 4 options (a - d),		
- Able to attend regular evening meetings		✓
- Interested in local issues and society		✓
- Keen to improve the local environment and quality of life.		✓
- Willing to represent the views of the whole community.		✓
- Interested in learning and developing your community role		✓

What we can expect from Local Council Members

Members are obliged to:

1. **Sign Declaration of Acceptance of Office.** This must be done before the member's first meeting; if it is not done then, the Parish Council must know and agree to defer it to another specified date. The format of the Declaration is specified in law: Local Elections (Declaration of Acceptance of Office) Order 2012, SI2012/1465.
2. **Abide by the Members' Code of Conduct.** Each parish council is allowed to establish its own Code however the majority will adopt the code of their District/Borough/Unitary authority. The Code is based on the Seven Nolan Principles of Public Office:
 - **Selflessness**
 - **Integrity**
 - **Objectivity**
 - **Accountability**
 - **Openness**
 - **Honesty**
 - **Leadership**

Enshrined in the Localism Act 2011, s28
3. **Complete their entry in the Members' Register of Interest.** The Register is published online via the principal authority's website (your website should link to it) and relates to **information about any financial interest which a Member has, or any benefit which he or she receives, which others might reasonably consider sufficient to influence his or her actions or words as a member of the Council.** If it arises at a meeting of the parish council, then anything included on the Register will need to be declared by that member as a disclosable interest. It is the member's decision whether to declare in the meeting, but the act of not declaring anything that should be declared is a criminal offence.

Members' effective contribution means...

1. Attending all meetings regularly and punctually; whether they were elected, co-opted or volunteered, having accepted this position of public office they are now under an obligation to attend as and when required.
2. They have read the agenda and all supporting material sent to them before the meeting. If they need more information on the subject in order to make an informed contribution to the discussion, then let them know who to talk to or where to find that information.
3. Participating in order to give the benefit of their ideas, experience and local knowledge. They should listen, try to understand and respect the views of other members even if they don't agree with them. Contributions should be helpful and relevant.
4. Supporting the chairman by recognising and accepting their authority whatever their personal opinion of them. Support of the chairman means they will:
 - ☺ Know the rules such as Standing Orders and keep to them.
 - ☺ Help to resolve conflict rather than generate it.
 - ☺ Keep issues clear.
 - ☺ Offer specialised knowledge.
5. Supporting other members. They can do this by:
 - ☺ Sharing discussion rather than monopolising it.
 - ☺ Helping less able or experienced members to contribute.
 - ☺ Avoiding personal feuds.
 - ☺ Co-operating to achieve the objective of the meeting.
6. Supporting the objective of the meeting by recognising they are bound by the meeting's conclusions even if they opposed them in the discussion.