

PARISH COUNCILLOR – JOB DESCRIPTION

Title: Councillor
Responsible to: The Parish Council and its electors.
Responsible for: Effective leadership to foster the interests of the electors and Parish
Role Purpose to: Represent the views of Parishioners within and outside the Parish.
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A Parish Councillor is a volunteer and is elected for a four-year period. The Parish Council owns The Memorial Hall (Registered Charity) and all councillors upon being elected automatically become a trustee of the Memorial Hall.

Main Duties and Responsibilities

1. To participate constructively in the government of Bovingdon Parish.
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the 'Neighbourhood Plan'.
3. To ensure, with other councillors, that the Parish Council is properly managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To deal with Parishioners enquiries, representations and complaints.
7. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
8. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision.
9. To attend Parish Council meetings.
10. To prepare for meetings and be properly informed about the issues to be discussed.
11. To engage actively in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.

12. To represent the Parish Council on outside bodies to which the Councillor may be appointed. Report regularly on the activities and business of the outside bodies and take note of feedback from the Council.
13. To maintain proper standards of behaviour as an elected representative of the people.
14. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)
15. To participate effectively as a member of any committee or working party to which the Councillor is appointed and to support any Parish Council organised Community event.
16. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
17. To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council.