

CLAYDON & WHITTON PARISH COUNCIL RESPONSIBILITIES OF A PARISH COUNCILLOR

Congratulations on your election or cooption as a Parish Councillor. Please read the up to date edition of '*The Good Councillor's Guide*', which provides essential guidance for local/parish councillors. Our Parish Council Clerk is able to give you a copy if you do not have one.

The Parish Council (PC) is a corporate body, a legal entity. It has the legal power to take action, but has few duties and is able to choose to a considerable extent what action to take to represent the interests of the community and to improve quality of life and the local environment in Claydon & Whitton.

Decisions of the PC must be made by the whole body, not by individual parish councillors. As a parish councillor, however, you do have responsibilities, which include the following:

You should -

- Attend meetings of the PC when summoned to do so
- In case of unavoidable absence, send an apology to the Parish Clerk in advance stating the reason (e.g. illness). Keep her informed of any dates when you expect to be away from home
- Attend meetings of any sub-committee, group or outside body to which you are elected/nominated e.g. Finance Committee; Planning & Amenities Committee; Village Hall Committee; Community Trust; Police Community Support Officer Tasking Group; Recreation Ground Committee; Community Emergency Planning Group; Suffolk Association of Local Councils (SALC)
- Consider, in advance of the meeting, the agenda and any related documents which have been sent to you, so that you are well informed about topics under discussion
- Take part in meetings and consider all the relevant facts and issues on matters which require a decision, including the views of others expressed at the meeting
- Take part in voting and respect decisions made by the majority
- Ensure that finances of the PC are included on the Agenda and be aware of the financial situation of the PC, including the annual Precept. Check that there are proper risk management and safeguards in place with regard to financial matters
- Monitor that decisions of the PC are executed
- Ensure, with other councillors, that the PC is properly managed. Engage with the public and represent the whole electorate. You cannot take decisions individually
- Never pre-determine or be biased on any issue
- Be familiar with and abide by Claydon & Whitton PC's Code of Conduct and Standing Orders. These are the Rules by which the PC is governed
- Behave ethically and register any interests that you have and abide by the rules that apply to the disclosure of certain business or financial interests

- Be familiar with, and abide by, Claydon & Whitton PC's Financial Regulations and the Terms of Reference of sub-committees
- Attend training sessions regularly to ensure that you fully understand your role as a parish councillor and keep up to date with new legislation and procedures (most trainings are held at the offices of SALC in Claydon)
- Send all correspondence through the Parish Clerk and ensure that she is kept informed at all times. The Chairman in particular (and when appropriate, all other councillors), should liaise with the Parish Clerk on a regular basis
- When sending an email concerning PC business, please copy it to the Parish Clerk
- Acknowledge receipt of every email relating to PC business, sent by the Parish Clerk, by clicking the '*Read Receipt: Yes*' box. If your computer or tablet does not have this facility, please email the Clerk to confirm receipt
- Be familiar with the Local Plan for Mid Suffolk and Babergh District Councils

We hope you will enjoy your term of office on Claydon & Whitton PC and contribute fully to its work. If you have any queries, please consult the Parish Clerk or the Chairman of the PC.

Revised May 2016

Approved by Parish Council 11th July 2016

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Cllr Anne C Dunford
Claydon & Whitton Parish Council