

## SEEND PARISH COUNCIL

### PARISH COUNCILLOR – JOB DESCRIPTION

- Title: Parish Councillor
- Responsible to: The Parish Council and its electors.
- Responsible for: effective leadership to foster the interests of their electors and Parish
- Role Purpose to: Represent the views of Parishioners within and outside the Parish.

### Main Duties and Responsibilities

1. To participate constructively in the government of Seend 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 represent effectively the interests of the Parish for which the Councillor is elected and 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. There are 11 meetings that take place on the last Tuesday of the month (no December meeting), and the Annual Parish Meeting in May, plus any other meetings required as part of sub-committee or representative at Area Board or CATG.
10. To prepare for meetings and being properly informed about the issues to be discussed.
11. To take part 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 is appointed, which may include the Area Board, CATG and the Governing Bodies of other Seend organisations.

13.To maintain proper standards of behavior, as cited in the Parish Council's Code of Conduct, as an elected representative of the Parish of Seend.

14.To fulfil the statutory and locally determined requirements of an elected member of a the Parish Council, including compliance of their Standing Orders, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Parish Council).

15.To participate effectively as a member of any committee or working party to which the Councillor is appointed.

16.To contribute constructively to open government and democratic renewal to actively encourage to the Parish to participate generally in the government of the area and provide access to information where appropriate.

17.To support the Chairman and Clerk in the production of 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.