



## What do Town Councillors in Charlbury do?

### 1. Sign up to the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and in Local Government.

The Good Councillor Guide is worth a read: it gives a thorough insight into the role:  
<https://modburyparishcouncil.gov.uk/wp-content/uploads/2023/03/The-Good-Councillors-Guide.pdf>

### 2. Attend 12 Town Council meetings a year

- Usually held on 4th Wednesday of the month (at 7.30pm)
- Ensure that all reports and papers are read prior to the meetings to enable informed debate and voting.
- An Annual Town Meeting is also held (between March and June).

### 3. Listen to residents

- and bring any issues to the attention of the other Councillors and the Town Clerk

### 4. Attend committee meetings/working group meetings

Committee and working groups exist to carry out work on issues important to the town (more in depth than can be done at Town Council level). Work is then fed back to the full Town Council.

**Councillors join the groups that they are interested in.** Currently the TC runs the following groups:

- Planning committee
- Traffic committee
- Finance committee
- Land and Nature working group
- Journeys working group
- Buildings working group
- Engagement working group
- Parking working group
- Walkers are Welcome initiative
- Community market

## **5. Councillor portfolios**

In addition to the working groups, there are some areas that don't need meetings (outside of Town Council meetings) but do need input. These include:

- Town maintenance (grass cutting, bus shelters, trees)
- Ticknell Piece play park
- Skate park
- Nine Acres (representative on Nine Acres Management Committee)
- Allotments
- Cemetery
- Mill Field

## **6. Work closely with the Town Clerk**

- The Town Clerk is also the Responsible Financial Officer

## **7. Attend training**

- The role of town councillor is a professional one and training is required (online training is often available).

## **8. Keep up-to-date.**

- Consultations
- Statutory requirements
- Relevant information to the role of councillor (usually circulated by the clerk)

## **9. Enjoy the role!**