



JOB DESCRIPTION –TOWN COUNCILLOR

Title 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.

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Main Duties and Responsibilities

- To participate constructively in the government of the Town Council
- To participate fully in the formation and scrutiny of the Town Council's policies, budgets, strategies and service delivery including the 'Parish Plan'.
- To ensure, with other councillors, that the Town Council is properly managed.
- To keep up to date with significant developments affecting the Town Council at local, regional and national levels.
- To promote the economic, social and environmental well-being of the Town taking account of the strategic effects on other communities and the Parish Council as a whole.
- To represent effectively the interests of the ward for which the Councillor is elected and deal with Parishioners enquiries, representations and complaints.
- To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies
- To take an active part in the Town Council's arrangements to build community capacity and promote measures that contribute to the Town Council's Vision.
- To attend Town Council meetings.
- To prepare for meetings and be properly informed about the issues to be discussed.
- To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
- To represent the Town Council on outside bodies to which the Councillor is appointed.
- To maintain proper standards of behaviour as an elected representative of the people.
- To fulfil the statutory and locally determined requirements of an elected member of the Town 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)



- To participate effectively as a member of any committee or working party to which the Councillor is appointed.
- To contribute constructively to open government and democratic renewal to actively encourage the Parish to participate generally in the government of the area and provide access to information where appropriate.
- To uphold the Town Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
- 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.
- **Computer literacy is essential**