

ILTON PARISH COUNCIL

Co-option Application

The Role of a Parish Council

A Parish Council is a local authority that makes decisions on behalf of the people in the parish and has an overall responsibility for the well-being of its local community. It is the level of government closest to the community and its work falls into three main categories:

- Representing the local community
- Delivering services to meet local needs
- Striving to improve quality of life in the parish

The Role and Responsibilities of a Parish Councillor

Parish Councillors act as ambassadors for their community, keeping everyone aware of local needs and concerns. Councillors represent the voice of their community as a whole, whilst being aware of, and considerate to, specific minority needs.

Responsibilities include (but not limited to):

- To determine Council policy and provide community leadership; monitor and review Council performance in implementing policies and delivering services; represent the Council externally; and act as advocates for their residents/community
- Improve the quality of life and the environment in their local area.
- Work to identify issues that are important to the lives of the residents
- Be well-informed, especially about diverse local views. A Councillor cannot assume they represent the interests of the residents without consulting them.
- Representing the views of residents in an objective and professional way.
- Make difficult decisions, in an open and reasoned way.
- Run local services, such as open spaces, play areas etc. (often done in conjunction with a team of willing volunteers undertaking various 'manual' tasks).
- Take accountability for their own designated areas of responsibilities; undertake actions from and report back at PC meetings.
- Support the roles and responsibilities of other Councillors and the Clerk.
- To comply at all times with the Councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the Council, which includes attendance at PC meetings and good time keeping.

Chairs have additional responsibilities, which mean that they may have to have a closer working relationship with employees (Clerk) than other Councillors do.

The Role and Responsibilities of a Parish Clerk

Officers (Clerks) are responsible to the Council. Their job is to give advice to Councillors and to the Council. The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the Council.

Responsibilities include (but not limited to):

- Ensures that the Council conducts its business lawfully
- Administers all the Council's paperwork
- Ensures that meeting papers are properly prepared and publicised
- Keeps property registers and other legal documents
- Keeps up to date by training /qualification

“Both Councillors and officers (Clerks) are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority. At the heart of this relationship, is the importance of mutual respect.

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Application form for co-option to the Parish Council

Please complete this form to be considered as a candidate for membership of the Parish Council, and return to the Clerk.

NAME: (Mr/Mrs/Miss/Ms/Other)

ADDRESS:

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E-mail address

Telephone

Qualification to serve

You are at least 18 years old and a British citizen or an eligible Commonwealth and you must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered at the above address as a Local Government Elector for the area of Ilton Parish? YES / NO

2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above YES / NO

3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish? Give address of land or premises. YES / NO

4. During the whole of the last 12 months has your main place of work been within the Parish? Give address and place of work and employer if applicable. YES / NO

Disqualifications (as provided in the Local Government Act 1972, s80; Localism Act 2011, s34)

If you answer "YES" to any of the following six questions then it is likely that it will not be possible to co-opt you to the Parish Council. All information will be treated in the strictest confidence.

1. Do you now hold, or have you in the last 12 months held, any paid office or any other position of profit with this Council or an organisation controlled by the Council? YES / NO

2. Have you ever been surcharged by the District Auditor for £500 or more? YES / NO

3. Have you ever been disqualified by a Court from holding Public Office? YES / NO

4. Have you ever been declared bankrupt? YES / NO

5. Have you ever been convicted of any offence where the sentence of imprisonment was more than 3 months (even if sentence suspended)? YES / NO

6. Have you ever been found guilty of corrupt or illegal practices under Election Laws? YES / NO

I have set out information about my background and reasons for applying to be considered for co-option on pages 2 and 3 of this form.

Signed

Date.....

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ILTON PARISH COUNCIL CO-OPTION OF COUNCILLOR APPLICATION FORM
ILTON Parish Council is keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a Council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.
NAME:
REASONS FOR WISHING TO BE A COUNCILLOR
YOUR SKILLS / EXPERIENCE WHICH MAY BE USEFUL AS A COUNCILLOR
PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK (IF APPLICABLE)

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ANY SPECIFIC AREAS OF RESPONSIBILITY YOU ARE INTERESTED IN

ANY OTHER COMMENTS