

Buckland Dinham Parish Council

Councillor Job Specification

A parish councillor plays a key role in their local community, fostering and representing the views and interests of the electorate. They are collectively responsible, with their fellow councillors, for making council policy and are accountable to the electorate in their parish.

Main Duties and Responsibilities

- To participate constructively in the government of the parish council.
- To participate fully in the formation and scrutiny of the parish council's policies, budgets, strategies, and service delivery.
- To influence and shape the long-term development policy of the council and, as part of the planning process, comment on planning applications in the parish.
- To ensure, with other councillors, that the parish council is properly managed, always remembering that the clerk is accountable to the council as a whole and not to individual councillors.
- To keep up to date with significant developments affecting the parish council at local, regional and national levels.
- 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.
- To work to bring about improvements through local projects, lobbying other service providers.
- 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 parish council's arrangements to build community capacity and promote measures that contribute to the parish council's vision and strategy.
- To attend parish 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 parish council on outside bodies to which the councillor is appointed, such as village hall committees.
- To maintain proper standards of behaviour as an elected representative and abide by the Code of Conduct adopted by the council, always maintaining high ethical standards.
- To participate effectively as a member of any committee or working party to which the councillor is appointed.
- To contribute constructively to the democratic process and to actively encourage the parish council to participate in the government of the area and provide access to information where appropriate.
- To uphold the parish 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.
- You will be encouraged to attend training, usually online which will be paid for by the Parish Council.
- You will have and be required to use a Parish Council assigned email address for all Council business.

How much time will I need to commit?

- Council meets up to nine times a year currently on a Thursday evening 7-9pm in the Village Hall. It is helpful if Councillors attend as many as possible, but it is not essential to attend all.
- There is an Annual Parish Meeting (Village Gathering) which is optional but is a well-attended event, a good opportunity to update our neighbours on activities and have discussions in a more social setting.
- A Councillor takes on roles and responsibilities for policies and services which Council decide upon according to their experience, interest and how much time they can give.

To stand as a candidate, you must:

- Be at least 18 years old.
- Be a British or Commonwealth citizen. You may also be eligible as a citizen of the European Union; however, the criteria have changed now that the UK has left the European Union. Please check on the [gov.uk website for advice about EU citizens' voting and candidacy rights](#).
- Be Registered to vote in the area or have lived, worked, or owned property there for at least 12 months before an election.

<https://www.bucklanddinham.org/community/buckland-dinham-20761/parish-boundary/>

Application

Name
Address
Telephone
Email
Do you meet all three of the eligibility criteria?
Why would you like to be a Parish Councillor?
Describe briefly what you think you would bring to benefit the Parish by becoming a Councillor.
Please submit your application to clerk@bucklanddinham-pc.gov.uk or via the website: https://bucklanddinham.org/community/buckland-dinham-20761/contact-us/