

ROLES AND RESPONSIBILITIES

MAYOR

Role

- To be figurehead of the Council
- To undertake Ceremonial Role – opening fetes etc
- To Chair the Full Council Meetings
- To Chair the Annual Parish Meeting

Duties

- To convene an Extraordinary Meeting of the Council at any time
- To sign a Declaration of Acceptance of Office immediately after election as Mayor
- To receive a Councillor's resignation
- To exercise the casting vote

Responsibilities

- To ensure the discussion at Meetings is relevant and decisions are made only upon items on the Agenda
- To represent the Council in a professional manner at outside organisations, events and meetings

DEPUTY MAYOR

Role

- To Deputise for the Mayor as above

Duties

- To sign a Declaration of Acceptance of Office immediately after election as Deputy Mayor

CHAIRMAN OF COMMITTEE

Role

- To Chair the meeting

Responsibilities

- To ensure the discussion at Meetings is relevant and decisions are made only upon items on the Agenda

VICE CHAIRMAN OF COMMITTEE

Role and Responsibilities

- To Deputise for the Chairman as above

COUNCILLORS

Role

- To serve the Parishioners
- To promote and protect the interests of the community

Duties

- To accept no payment in association with their role
- To make in writing declaration of acceptance of office on election and agree to be bound by the Town Council's code of Conduct
- To attend meetings and give apologies – together with reasons for non - attendance
- To declare appropriate interests in accordance with the Town Council's Code of Conduct
- To follow the guidance of the Code of Conduct where s/he has a appropriate interest
- To act as a Corporate Body – not individually

Responsibilities

- To represent the Council at meetings and events and at organisations to which s/he is appointed to by the Council
- To behave in an appropriate manner in Council meetings and when representing the Council at other meetings/events
- To prepare for and actively take part in Council meetings
- To suggest new initiatives and changes to existing policies

DUAL HATTED COUNCILLORS

Members who are Borough and/or County Councillors and Town Councillors

Role

- To comply with the Councils Code of Conduct and Councillor Obligations above when acting as a Town Councillor or representing the Town Council at meetings/events etc
- To comply with the Borough or County Councils Code of Conduct when acting as a Borough or County Councillor or representing that authority at meetings/events etc

Duties

- To be clear as to which Authority you are representing at any Meeting
- To consider whether to withdraw from a Council discussion that may lead to a decision which could raise an allegation of pre determination or bias
- To consider whether to withdraw from a Council discussion that might lead to an allegation of pre determination or bias when decision that the issue is debated/decided at Borough or County Council level

COUNCILLORS APPOINTED TO OUTSIDE BODIES

Roles

- To represent the Council on the organisation
- To report to the Council any relevant developments
- To assist the organisation within the powers of the Council

Duties

- To declare a pecuniary interest in a Council decision that effects the organisation's financial position

COUNCILLOR APPOINTED AS TRUSTEES TO OTHER ORGANISATIONS

Roles

- To act as Trustee to the organisation

Duties

- Be properly appointed under the organisations governing document
- To ensure the organisation is carrying out the purposes for which it was set up and no other purpose
- To comply with the organisation's governing document and the law
- To act in the organisation's best interest
- To manage the organisations resources responsibly
- To act with reasonable care and skill
- To ensure the organisation is accountable

Responsibilities

- To declare a pecuniary interest in a Council decision that effects the outside organisation's financial position
- To avoid a position where your duty to the Organisations conflicts with the interests of the Council
- Can be held personally liable to a third party if the organisation cannot satisfy the claim and can be held liable for criminal offences committed by the organisations staff

LEADER OF POLITICAL GROUPS ON THE COUNCIL

Role

- Separate and distinct from the Council as a Corporate Body
- To organise the Political Group without recourse to Council resources and staff

OFFICERS

Role

- To inform and advise the Council, Councillors and Mayor
- To undertake all operational aspects of the Council

Responsibilities

- To be politically impartial