

## **ROLE DEFINITION – TOWN/PARISH COUNCILLORS**

### **Role**

1. To participate in the governance of the Parish/Town.
2. To represent the community to the Council and the Council to the community.
3. To promote the Parish/Town as a good place to live and encourage people to participate
4. To keep up to date with significant developments affecting the Parish/Town Council.

### **Commitments**

1. To attend Parish/Town Council meetings.
2. To prepare for meetings and be properly informed about the issues to be discussed.
3. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
4. To assist in the management of the Parish/Town Council in drawing up its strategy, policies and budgets and to help review these when required.
5. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
6. To listen to local people and represent their interests when discussing council business, and deal with their enquiries and complaints.
7. To represent the Parish/Town Council and the whole electorate when serving on outside bodies to which the Councillor is appointed.

### **Standards of Behaviour**

1. To uphold the Parish/Town Council's Standing Orders for the conduct of its meetings.
2. To maintain high ethical standards in complying with the Code of Conduct for Councillors.