

PARISH COUNCILLOR - JOB DESCRIPTION

Title:	Councillor
Responsible to:	The Parish Council and residents
Responsible for:	To ensure the Parish Council is properly managed and represent the views of residents.

Main Duties and Responsibilities

1. To participate constructively in the governance of Bredhurst.
2. To ensure, with other councillors, that the Parish Council is properly managed.
3. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies, and service delivery.
4. To attend Parish Council meetings.
5. To prepare for meetings and being properly informed about the issues to be discussed.
6. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
7. To keep up to date with significant developments affecting the Parish Council at local, regional, and national levels.
8. To effectively represent the interests of the Parish and deal with enquiries, representations, and complaints.
9. To represent the whole electorate and community when discussing council business and working with outside bodies
10. To represent the Parish Council on outside bodies to which the Councillor is appointed.
11. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
12. To maintain proper standards of behaviour as an elected representative of the people.
13. To fulfil the statutory and locally determined requirements of an elected member of a Parish 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.
14. To uphold the Parish Council's Standing Orders and ethical standards.