

# ROLE DESCRIPTION

## PARISH COUNCILLOR

### OVERVIEW

<b>Role</b>	Parish Councillor for Stoke Golding Parish Council.
<b>Responsible to</b>	All people resident with the Parish of Stoke Golding.
<b>Regular liason with</b>	The Clerk / RFO, other Councillors, Hinckley and Bosworth Borough Council (HBBC), Residents.
<b>Period of service</b>	No fixed commitment but ideally 3 years +
<b>Salary</b>	This is a voluntary position with some expenses able to be paid.

### BACKGROUND

Stoke Golding Parish Council (PC) consists of 7 councillors. The PC has one employee; a clerk / responsible financial officer (RFO), who is employed for 20 hours per week and is responsible for supporting the councillors to carry out the affairs of the PC and managing legal and financial compliance.

Chair: Nicola Smith

Vice Chair: Amanda McClean

Councillors: Ruth Fisher, Chris Pegg, Vicki Palmer, Katie Elliot

Clerk / RFO: Sarah Beale

The PC meets on the first Wednesday of every month in the Methodist Church 7pm – 9pm (ish). There are also subcommittees, including: The Neighbourhood Plan Committee; Sport in Stoke Golding; The Convent Drive Committee and; The Staffing Committee. There are additional working parties that arise on a case-by-case basis.

As a Parish Councillor, you will be required to work within the framework of our Code of Conduct, which governs our behavior as councilors. As part of which, there is a requirement to have some of your information (and potentially those of your household) stored on a register held by HBBC, which is available for the public to view on request.

### MAIN PURPOSE

Representing the views of all residents within the Parish of Stoke Golding

### SECONDARY PURPOSE

- As part of a local council you will have responsibility for running local services which includes: open spaces, play areas, cemeteries, a village hall, a pavilion and potentially much more.
- Decide on how much money to raise through the council tax in order to deliver your council's services.
- Influencing and shaping long-term development policy for the parish, primarily through the utilisation and modification of the Neighbourhood Plan.
- As part of the planning process, comment on planning applications of the parish.
- Improve the quality of life and the environment in the local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.
- Advocate for residents to higher tiers of local and national government.
- Be aware of what is going on in higher tiers of local government and how that may impact residents.
- Scrutinise the financial reporting and budgets.
- Ensure adequate funds are in place to support the running of core PC activities and fundraise for additional funds, as required.