

Littlebourne Parish Council Compact

This document sets out standards, principles and expectations that both the parish council may expect from a parish councillor and what a parish councillor may expect from the parish council.

Additional information may also be found in the council's Standing Orders & Financial Regulations.

Littlebourne Parish Council will expect a parish councillor to....	A parish councillor may expect Littlebourne Parish Council to....
<ul style="list-style-type: none"> • Attend the monthly parish council meetings • Give the Clerk apologies along with a valid reason for absence, if unable to attend any meetings (this will need to be accepted by the council and recorded in the Minutes.) • Declare any interests. • Come prepared to the monthly meetings, having read any supporting information and appendices as appropriate. • Take any issues raised by residents to the parish council meeting on the residents' behalf • Agree to undertake training as necessary in order to fulfil their duties • Respect and maintain the standards of behaviour expected at meetings and whilst carrying out the work of the council • Adhere to the Model Code of Conduct. • Be aware of all planning applications within the parish (and those Cllrs with a Planning responsibility would be expected to comment on them) • Take on an area of responsibility and then to take an interest in YOUR interest – be it nature reserve, young people, open spaces, Planning or Finance, implementing new projects for the benefit of the parish. • Agree to their contact details being published in the magazine, the parish website and on the parish noticeboard, along with their area of responsibility, to inform residents (unless a valid reason not to). • Undertake additional work in between the monthly meetings, such as research, undertaking or responding to consultation, preparing/giving comments where applicable, project implementation, document review or 	<ul style="list-style-type: none"> • Provide an ID badge for use when carrying out parish council activity, in order to legitimately identify yourself to residents and any other individuals as a representative/Cllr of the parish council. • Keep councillors informed at the monthly meeting and between meetings of developments and new information, where appropriate and relevant. • Provide the monthly meeting paperwork at least five days before the meeting. • Minute all proceedings of the meeting and make the Minutes available to members of the public. • Provide necessary training either as on the job, job shadowing, reading materials or attendance on training courses, in order to fulfil their duties as parish councillor • Provide training free of charge/at the expense of the parish council. A financial provision for clerk and cllr training will be included in each annual budget setting. • Notify councillors of correspondence received, including opportunities to take part in consultation, training or statutory partners meetings etc. • Reimburse any expenses incurred in the carrying out of duties on the production of a valid receipt, or a written claim request in the event of mileage.

<p>creation, attending sub-committee or other meetings of relevance, etc. etc.</p> <ul style="list-style-type: none"> • Serve only the public interest and never improperly confer advantage or disadvantage on any person. • Not place themselves in situations where their honesty and integrity may be questioned, not behave improperly and on all occasions avoid the appearance of such behaviour • Make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards/benefits. • Be as open as possible about their actions and those of their authority, and be prepared to give reasons for those actions • Be accountable to the public for their actions and the manner in which they carry out their responsibilities. • Take account of the views of others, including their political groups, but reach their own conclusions on the issues before them and act in accordance with those conclusions. • Promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees. • Understand their duty to uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place on them. • Do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law. • Promote and support the above principles by leadership, and by example, and should act in a way that secures or preserves public confidence. • Respect the confidentiality of all matters arising. • If approached by the Press or other media for a comment refer them to the Clerk/Chair – or if making a comment as an individual ensure the press/media understand you are speaking as an individual and not necessarily representing the view of the parish council. 	<ul style="list-style-type: none"> • Have concern for their personal welfare, through risk assessments, training and lone working considerations . • Adhere to all legislation • Be transparent. • Have Standing Orders and Financial Regulations as governing instruments, and which are subject to an annual review. • Review the Council's Risk Assessment on council activities on an annual basis. • Have up to date financial management and recording, open to scrutiny and available to any Cllr on request. • Complete an Annual Return to the Audit Commission within the required deadline given. This Return shall be given to all Cllrs for prior approval before posting. • To organise and hold an Annual Parish Meeting (extra meeting for all residents, organisations and key note speakers within the parish) between 1 March-30 June. • To produce a free magazine or similar communication for all residents up to four times per year. • To respect confidentiality. • To promote equality.
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