



The Clerk to Hilton Parish Council
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Hilton Parish Council

The Roles and Responsibilities of a Hilton Parish Councillor

1. Collectively be the ultimate policy-makers and carry out strategic and corporate management functions.
2. Be responsible for making themselves individually aware of the issues before a Council Meeting by reading all relevant material sent to them by the Clerk in advance of a meeting, and then making an informed objective decision at the meeting
3. Attend Councillor Essential Training where appropriate.
4. Contribute to the good governance of the area and encourage community engagement by way of attending coffee mornings and holding Parish Forums/Parish Meetings and consultations where appropriate.
5. Effectively represent the interests of the residents and bring their views to the Council's attention
6. Participate in the governance and management of the council, and
7. Be available to represent the Council on other bodies

In addition to having a specified role, it is also appropriate to record Councillor's rights and duties. Principally these are threefold:-

1. Councillors will have such rights of access to such documents and information as are necessary for the proper discharge of their functions and in accordance with the law and will be supported at all times by the Council's paid staff in training, and advice generally.
2. Councillors will not make public information, which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a

councillor or officer entitled to know it.

3. Councillors will at all times observe the Members Code of Conduct and behave in an ethical manner.

Review Date: May 2019

Approved 30.05.2018 minute ref 2212/18