

Thank you for your interest in becoming a Parish Councillor.

This factsheet aims to provide you with information which will help you decide if you would wish to apply to become a member of the Council.

### Firstly, what is a parish Council?

- Parish Councils were created under the Local Government Act 1894. A Parish Council has a separate identity from its members and enjoys its own legal status.
- A parish council is the local authority that makes decisions on behalf of the people in the parish.
- It is the level government closest to the community and because of this a parish council is invariably the first port of call people go to with their concerns or ideas.
- For this reason, a Parish Council is a vital part of any community.

### Sutton Courtenay Parish Council

- The Parish Council is made up of 11 Councillors who represent the whole parish.
- A chairman and vice chairman are elected each year at the Annual Meeting of the Parish Council which is held in May.
- Full Parish Council meetings take place on the first Tuesday of the month (except for August), at the Village Hall in Frilsham Street usually commencing at 7.15pm. Occasionally a speaker may wish to attend a meeting and at these times the meetings begin slightly earlier.
- The Council has various working parties (a small number of councillors and/or members of the public) which work together to assist in a project or duty. It is expected that you would become an "active" member of at least one working party when becoming a Councillor.
- The Council also appoints representatives to external committees or liaison groups. Again, it is anticipated that if you become a councillor you would be a representative on at least one of these external organisations.
- Councillors are expected to adhere to the Parish Council's Code of Conduct.
- It would be expected that you would become a signatory on the Parish Council bank accounts.

### Eligibility

To be a Councillor, you must be:-

- over 18 years of age;
- a citizen of the UK, EU, the Commonwealth or the Republic of Ireland
- You must be on the electoral role or have lived in or worked within three miles of the parish for more than 12 months.
- You must not hold a paid office within the council whilst serving as a Councillor; and
- You must not have been made bankrupt or have within five years have been sentenced to a period of more than 3 months imprisonment whether or not this was suspended.

If, after reading this leaflet, you are still interested in becoming a councillor, please complete the attached co-option application form or, if an election is being held, contact the Clerk for further information on the process of standing for election.