

Councillors have three main components to their work.

1. Decision making - Through meetings and attending committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.
2. Monitoring - Councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.
3. Getting involved locally - As local representatives, councillors have responsibilities towards their constituents and local organisations.

These responsibilities and duties often depend on what the councillor wants to achieve and how much time is available, and may include:

- Going to meetings of local organisations.
- Going to meetings of bodies affecting the wider community (The Calne Area Board)
- Taking up issues on behalf of members of the public

How much time does it take up?

Quite often councillors say that their duties occupy them for about an hour a week. Obviously, there are some councillors who spend more time than this – and some less, but in the main, being a parish councillor is an enjoyable way of contributing to your community and helping to make it a better place to live and work.

What the Parish Council does

Town and Parish Councils are the first layer of local government. They are elected local authorities, which aim to engage local people and respond to their needs, through representation as community advocates or by providing services, for example, providing litter bins, cutting verges or promoting tourism in the local area.

Calne Without Parish Council

What we do:

- acts as a community representative on Calne Area Board,
- responds to local planning applications and highway schemes,
- is notified and consulted on issues that will affect the Parish Area,
- takes an active role in the Neighbourhood Plan,
- can provide and manage local amenities such as play equipment and bus shelters

Decisions are made at the public Parish Council meetings which are held 10 out of 12 months of the year. The Parish Council has 2 sub-Committees, Human Resources and Finance.

The Council also has a number of more informal working groups. The Council uses working groups to take forward projects and investigate issues whether it's a traffic problem a scheme to provide planters or to manage volunteers to improve footpaths. The working groups do not make decisions.

The Parish Council's operation, controlled by legislation, is guided by a set of rules set out in its Standing Orders, Financial Regulations and Code of Conduct. The Council publishes its accounts regularly and details of the annual audit process and the periods for public scrutiny are all published and available on this website.

The Council has recently returned to face-to-face meetings at the Lansdowne Hall in Derry Hill following the Government's changes to the Covid-19 restrictions and desire for Councils to return to normal operation. The Parish Council meets on the second Monday of the month at 7.30pm, other meetings are arranged to suit the commitments of Councillors attending them.

To be a Parish Councillor you must be

- Be a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union.
- Be at least 18 years old.
- Be an elector of the local council, or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant) or work in the area local council serves (as your principal or only place of work) or live within three miles of the local council boundary.
- Local councils welcome and are committed to the inclusion and recognition of all regardless of race, culture, ability, ethnicity or gender identity and expression, sexual orientation, marital status, religious affiliation, and socioeconomic status.

You must also not be disqualified. You cannot stand for Parish Council if:

- a. You are employed by the parish/community council or hold a paid office under the parish/community council (including joint boards or committees). For further information, see paragraph 1.22.
- b. You are the subject of a bankruptcy restrictions order or interim order. For more information, see paragraph 1.27
- c. You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.
- d. You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations). The disqualification for an illegal practice begins from the date the person has been reported guilty by an election court or convicted and lasts for three years. The disqualification for a corrupt practice begins from the date a person has been reported guilty by an election court or convicted and lasts for five years.

For more information about disqualifications please visit the [electoral commission website](#)

How to apply

As a councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to undertake training. You

should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team.

To apply please fill in the attached application and return to the Clerk or Chairman by 20th June 2021.

You should also be available in late June /early July to attend the meeting at which the co-option will be considered. Details of the date will be provided to applicants as soon as possible.

If you would like to know more about the Parish Council and how it works then please contact any of the existing Councillors for an informal chat. Contact details are available on the Council website.