




APPLICATION TO FILL PARISH COUNCIL VACANCY
St Cleer Parish Council

Application to fill a vacancy for a Councillor on the above council, to be sent to:

Clerk Roni Jones

 Clerk@stcleerparishcouncil.gov.uk

 07910 892517

 St Cleer Sports Pavilion, Hockings House
 St Cleer Cornwall PL14 6EE

If successful, you will be required to complete an entry in the parish council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record. You will be further required to consent to follow the Code of Conduct for Councillors in Cornwall – Links to all documents referred to are at the end of this document

Full name of candidate	Mr/Mrs/Ms First name Other names Surname
Address of candidate	
Will you be at least 18 years old on the date of the Meeting	Yes / No
In order for your eligibility to be confirmed please tick all of the following that apply to you For full detail on eligibility please refer to your district council's electoral officer.	<ol style="list-style-type: none"> 1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) 2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election 3. Main place of business during the last 12 months before the day of nomination & election is based in the parish 4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election
Please indicate in no more than 100 words (in this section) why you would like to join the Parish Council?	

The Council has a number of Sub Committees' which Councillors also sit on: with reference to the following areas of Parish Council work, please outline your expertise (from any source) that you would bring to Council.
Terms of reference for these committees can be found on the St Cleer PC website. Max of 100 words **per committee.**

- FINANCE AND BUSINESS
- ESTATE MANAGEMENT

- HUMAN RESOURCES
- PLANNING

- COMMUNITY EMERGENCY PLANNING
- COMMUNITY ENGAGEMENT

You will be asked to speak to the Council about the above two items so that voting can be informed. Councillors are permitted to ask questions at this time

You would be disqualified if you are employed by the parish council, are subject to a bankruptcy Restriction Order, or have been convicted of a criminal offence with imprisonment for 3 months or more, including suspended, within the last 5 years.

I am not aware of any disqualification to my serving as a Councillor

Signed:

**ST CLEER PARISH COUNCILLOR
PARISH COUNCILLOR – JOB DESCRIPTION**

Title Councillor

Responsible to: The Parish Council and its electors (not party political)

Responsible for: Effective leadership to foster the interests of their electors and Parish

Role Purpose to: Represent the views of Parishioners within and outside the Parish.

Main Duties and Responsibilities

1. To participate constructively in the government of St Cleer Parish
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the 'Parish Plan'.
3. To ensure, with other Councillors, that the Parish Council is properly managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To represent effectively the interests of St Cleer and deal with Parishioners enquiries, representations and complaints.
7. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies
8. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision.
9. To attend Parish Council meetings.
10. To prepare for meetings and being properly informed about the issues to be discussed.
11. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
12. To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee and Governing Bodies.
13. To maintain proper standards of behaviour as an elected representative of the people.
14. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)
15. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
16. To contribute constructively to open government and democratic renewal to actively encourage to the Parish to participate generally in the government of the area and provide access to information where appropriate.
17. To uphold the Parish Council's Standing Orders, Financial Regulations and ethical standards (ensuring that the impartiality of council staff is not compromised).
18. To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council.

Date 1.10.19

Reviewed by: Training session 3.10.19

Agreed at Parish: 25.9.19

Adapted from the online resource provided by Waterbeach PC accessed 1.10.19

Skills needed by a Councillor

The following skills are considered useful to all people who seek to stand or be co-opted to a position on St Cleer parish Council:

- Making decisions
- Exploring and expanding ideas
- Interpreting information
- Having ideas
- Visualising what might happen
- Using imagination
- Understanding budgets and financial information
- Keeping going skills
- Encouraging yourself and others
- Listening
- Questioning
- Dealing with conflict
- Evaluating
- Reviewing
- Drawing conclusions
- Seeing the bigger picture
- Assessing objectively
- Measuring and comparing results
- Public Speaking
- Persuading and motivating
- Prioritising
- Negotiating
- IT Skills

From Councillor Introduction Training Pack Module 1 KALC

LINKS TO IMPORTANT DOCUMENTATION:

Code of Conduct	https://www.cornwall.gov.uk/council-and-democracy/councillors-and-democracy/standards-committee-information/code-of-conduct-complaints/
Register of Interests	https://www.cornwall.gov.uk/community-and-living/communities-and-devolution/community-networks/liskeard-and-looe/liskeard-and-looe-community-network-town-and-parish-councils/st-cleer-parish-council/
St Cleer PC website	http://www.stcleerparishcouncil.gov.uk/
St Cleer PC Documents	http://www.stcleerparishcouncil.gov.uk/documents.php
St Cleer Plan website	http://www.stcleerplan.org.uk/
Councillors' Guide	https://local.gov.uk/our-support/highlighting-political-leadership/councillors-guide
Guidance for new Councillors	https://local.gov.uk/guidance-new-councillors-201920

RJ

8.10.19