

Waltham Parish Council

EST. 1894

<https://waltham-pc.gov.uk>

<https://clerk@waltham-pc.gov.uk>

Parish Councillor Responsibilities

The role of the Parish Council is to represent the interests of the whole community. It is a part of local government supporting the democratic process. Local Councils provide a focus for the community to identify concerns and projects, and endeavour to solve them locally themselves.

The clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

A Councillors main role is to bring local issues to the attention of the Council, participate in debate and help the Council to make decisions on behalf of the local community.

In addition there are a range of responsibilities designed to facilitate effective governance and accountability of the Authority:

Responsibility	Summary	Lead Councillor
Finance	Work with the RFO on the development of best practice for Financial Governance requirements as described in the Authority's Financial Regulations, including the annual return, audited accounts; reporting to Members; risk assessment; assets register, assets management and online banking arrangements.	
Grant Funding	Reduce pressures on precept by exploring avenues for project funding; Maintain awareness of possible funding streams to assist local groups, applying on their behalf if appropriate.	
Internal Communications	Establish principles for communication between Chair, Members and Parish Clerk, including adherence to WPC's Data Protection Policy, regular reporting on specialist areas; open reporting of RFO governance responsibilities; Encouragement of Member networking across specialist areas; Identification of training needs including team building; Identify required budget; Performance monitoring and Action Plan.	
Parish Plan	Development of stage 2 of the Plan with research and consultation on the need for Affordable Housing in the parish.	
WVHMC appointed nominee	As a Committee Member participate fully in management of the Trust; Maintain good communication links between WPC and WVHMC; Act as a conduit for ideas on increased collaboration. Advise on grant funding initiatives,	
WSRA appointed nominee	As a Committee Member participate fully in management of the Trust; Establish and maintain good communication links between WPC and WSRA; Act as a conduit for ideas on increased collaboration. Advise on effectiveness of Concurrent Functions Funding.	
Website	Continued best practice development to National Award Scheme standards. Compliance with statutory Governance and Accountability requirements. Joint management in collaboration with parish clerk.	