KIRTON PARISH COUNCIL

June 2024

Parish Councillor Conduct

As part of the role of a Parish Councillor, there are occasions when individual members of the Council are approached by residents or local organisations with a request which required an action or a decision following consultation.
The aim of this document is to give guidance to all members of the Parish Council as to their responses in these situations.

1. Within the remit of the Parish Councillors role having one to one discussions with residents or local organisations regarding any issue that is of concern to the village and its environs is part of the Parish Councillor responsibilities.
2. When a Parish Councillor is involved in a one to one discussion, no agreements should be made without the assent of the full Parish Council at the next scheduled meeting .
3. No agreement or contract should be entered into until the issue has been minuted and discussed at the next Parish Council meeting. The resident who has raised the issue or concern should be invited to attend the Parish Council Meeting.
4. Once a conversation or discussion has taken place and an action is required, the resident shall write to the Clerk and outlines the nature of the discussion and actions requested.
5. Only once the individual/persons concerned has returned a written response confirming the details outlined in the Parish Council communication will the matter be taken forward.
6. A timeline will be included in the letter/email for a response and where appropriate for an action to be undertaken.
7. All written/email communication will be via the Clerk who will keep a log of all letters received.

This guidance will make our communications more transparent and will create a log of all requests received from the Community.