

# **ACKLINGTON PARISH COUNCIL**

## **INFORMATION FOR PROSPECTIVE CO-OPTED COUNCILLORS**

Thank you for your interest in becoming a Parish Councillor for Acklington Parish Council.

This information sheet explains the role, responsibilities, and expectations of councillors to help you decide whether the position is right for you.

### **1. About Acklington Parish Council**

Acklington Parish Council is the first tier of local government and represents the interests of residents within the parish. The Council works to:

- Represent local views to higher authorities.
- Maintain and improve parish facilities where applicable.
- Consider planning applications and local developments.
- Manage local projects and community initiatives.
- Promote the wellbeing of the parish.

Councillors serve the whole community and must always act in the public interest.

### **2. The Role of a Parish Councillor**

As a Parish Councillor, you would be expected to:

- Attend and participate in Parish Council meetings.
- Read agendas and any supporting papers in advance of meetings.
- Contribute to discussions and decision-making.
- Represent the views and interests of residents.
- Comply with the Council's Code of Conduct.
- Declare any relevant interests and act with integrity.

Councillors are volunteers and do not receive a salary.

### **3. Time Commitment**

The Council normally meets every two months. Meetings typically last 1.5 to 2.5 hours.

In addition to meetings, councillors should allow time for:

- Reading meeting papers.
- Occasional training sessions.
- Community engagement where appropriate.

Regular attendance is important to ensure the Council can function effectively.

## **4. Local Connection and Commitment**

Councillors should have a strong interest in the wellbeing of Acklington Parish.

Applicants should consider whether they:

- Have a clear and meaningful connection to the parish.
- Are able to attend meetings consistently.
- Can respond to local issues in a timely manner.
- Are committed to acting in the interests of the whole community.

Living close to or within the parish is often beneficial in fulfilling these responsibilities.

## **5. Code of Conduct and Legal Duties**

If co-opted, you will be required to:

- Sign a Declaration of Acceptance of Office.
- Complete a Register of Interests form.
- Comply with the Council's Code of Conduct.
- Observe rules relating to confidentiality and data protection.

Training is available to support new councillors.

## **6. The Co-option Process**

- Applicants must complete a Co-option Application Form.
- Applications are considered at a Parish Council meeting.
- Councillors will vote to decide whether to co-opt a candidate.
- A majority vote of councillors presents and voting is required.

## **7. Further Information**

If you would like to discuss the role before applying, please contact:

Clerk: Bonnie Watson

Email: [acklingtonpc@gmail.com](mailto:acklingtonpc@gmail.com)

Telephone: 07729 100219