

# Job Description and Person Specification

<b>Role</b>	Parish Councillor
<b>Responsible to</b>	All people resident within the Parish
<b>Regular liaison with</b>	Other councillors, local authorities, residents
<b>Period of service</b>	Up to four years with possible extension and subject to election
<b>Salary</b>	This is a voluntary position with some expenses payable in certain cases.

## Key Responsibilities

- Representing the views of all residents within the parish.
- Running local services which currently include:
  - The public toilets
  - Allotments
  - The pier and foreshore
  - Some open spaces
  - The memorial playing field
  - The cemetery
  - Environmental maintenance
  - Community events.*Other services and facilities may be added in future.*
- Deciding on how much to raise through council tax (the 'precept') in order to deliver the council's services.
- Influencing and shaping the long- term development of Arnside, and, as part of the planning process, commenting on planning applications in the parish.
- Improving the quality of life and the environment in the local area.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

## Person Specification

- Councillors must meet the eligibility criteria specified in the Local Government Act 1972 section 79 and must not be disqualified by any provision of section 80 of the same Act (see above).
- Councillors should ideally be residents of the parish.
- Councillors must be available to attend meetings on the evening of the second Monday of every month, unless able to submit a reason for non-attendance that is accepted by the Council at the meeting. Further attendance is required at occasional ad hoc meetings.
- Councillors must be able to work productively with fellow Councillors, the Parish Clerk, and local representatives from the unitary authority, community groups etc.
- Councillors must be accessible to residents and encourage them to raise issues and participate in finding resolutions.

- Councillors must abide by the Code of Conduct and declare personal pecuniary interests both routinely and in respect of specific projects or proposals. They must prioritise the interests of the parish as a whole over those of individuals.
- Development support is available for new Councillors, including dedicated training events, peer groups and published resources.