

Main Duties and Responsibilities

1. To participate constructively in the government of the Parish.
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
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 represent effectively the interests of the parish for which the Councillor is elected and deal with Parishioners enquiries, representations and complaints.
6. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
7. To attend Parish Council meetings.
8. To prepare for meetings and be properly informed about the issues to be discussed.
9. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
10. To stand on at least one Committee of the Parish Council (Amenities, Finance and Human Resources, Planning, Transport & Environment) and attend monthly meetings.
11. To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee and Governing Bodies.
12. To maintain proper standards of behaviour as an elected representative of the people.

13. To fulfil the statutory and locally determined requirements of an elected member of a 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).
14. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
15. 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.
16. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
17. Work with other Councillors, to produce an annual report to enhance the accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council.
18. Parish Council Meetings are held monthly, with additional Committee meetings held monthly on subsequent weeks plus an Annual Parish Meeting each year.
19. Meetings are usually held on Wednesdays in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG and they last approximately 2½ hours.
20. The successful candidate will be required to start as soon as possible, and training will be provided as required.
21. Please contact the Parish Clerk, Julie Miller, to express your interest in the post as soon as possible.