

Dalton with Newton Town Council

Town Councillor Role Profile

About Dalton with Newton Town Council

Dalton with Newton Town Council is the first tier of local government and works on behalf of the local community to improve and maintain services, facilities and quality of life within the parish.

Town Councillors are elected or co-opted representatives who work together to make decisions in the best interests of the community.

Councillors are not paid employees of the Council. They are elected or appointed members who serve the community and help shape local services and priorities.

Non-Political Nature of the Council

Dalton with Newton Town Council is a non-party-political local authority.

The Council's primary purpose is to represent and serve the interests of the local community. Whilst individual councillors may hold personal political views or belong to political parties in their private capacity, the Council does not operate on party-political lines.

Councillors are expected to work together respectfully and constructively to make decisions based on:

- The needs and aspirations of the local community;
- The Council's statutory responsibilities and powers;
- Available evidence and information;
- Sound financial management and responsible use of public funds.

Town Councillors are elected or appointed to represent all residents of the parish, regardless of political opinion, background or personal circumstances.

Applicants should be willing to:

- Focus on local issues and community priorities;
- Work collaboratively with fellow councillors;
- Consider differing viewpoints fairly and respectfully;
- Make decisions in the interests of the parish as a whole.

The role of a Town Councillor is to serve the local community and contribute positively to the work of the Council, rather than to promote national party-political agendas.

Role Purpose

The role of a Town Councillor is to:

- Represent the interests of residents and businesses within the parish.
 - Help develop and implement the Council's policies and objectives.
 - Participate in decision-making on local services, projects and spending.
 - Ensure public money is spent responsibly and transparently.
 - Work collectively with fellow councillors to achieve the best outcomes for the community.
 - Act in accordance with the law and the Council's policies and procedures.
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Key Responsibilities

As a Town Councillor you will be expected to:

Represent the Community

- Listen to the views and concerns of residents.
- Act as a link between the community and the Council.
- Promote the interests of the parish as a whole.
- Help residents access appropriate services and support where required.

Attend and Participate in Meetings

- Attend Full Council meetings and any committees to which you are appointed.
- Read agendas and supporting documents before meetings.
- Participate constructively in discussions and decision-making.
- Vote on matters before the Council.

Contribute to Council Business

- Assist in setting the Council's priorities and objectives.
- Help monitor the Council's finances and performance.
- Support community projects and initiatives.

- Contribute ideas and solutions for local issues.

Uphold High Standards

- Observe the Council's Code of Conduct.
- Treat colleagues, officers and members of the public with respect.
- Declare interests where required.
- Maintain confidentiality where appropriate.

Training and Development

- Undertake induction training following appointment.
 - Participate in relevant training opportunities.
 - Keep informed of developments affecting local government and the Council.
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Time Commitment

The role typically involves:

- Attendance at Full Council meetings.
- Attendance at committee meetings where appointed.
- Reading agendas and supporting papers before meetings.
- Occasional attendance at events, site visits and community engagements.
- Responding to residents' enquiries and concerns.

The amount of time required will vary depending on Council activities and individual involvement.

What We Are Looking For

You do not need previous experience in local government to become a councillor.

We welcome applications from people who:

- Have an interest in their local community.
- Are willing to work as part of a team.
- Can listen to differing views and consider issues objectively.
- Are prepared to make decisions in the public interest.

- Have good communication skills.
- Are committed to integrity, openness and accountability.

The Council values diversity and encourages applications from all sections of the community.

Essential Requirements

To become a councillor you must:

- Be at least 18 years old.
 - Meet the legal qualification criteria for election or co-option.
 - Not be disqualified from holding office as a councillor.
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Support Available

The Town Clerk provides professional advice and administrative support to the Council.

New councillors will receive:

- An induction programme.
 - Copies of key Council policies and procedures.
 - Information about the Council's services and responsibilities.
 - Access to relevant training opportunities.
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Further Information

If you would like to know more about the role of a Town Councillor, please contact:

Town Clerk

Dalton with Newton Town Council

Email: Townclerk@daltontowncouncil.gov.uk

Telephone: 01229464000

Website: www.daltontowncouncil.gov.uk