

Ashton Parish Council - Member Responsibilities

Member Responsibilities are included under Item 2 on the Minutes of APC Annual Parish Council meeting dated 10th May 2016, for ease of reference these were agreed as follows:

	Chair	Vice-Chair	Planning Committee	Proper Officer	Responsible Finance Officer	Creed Charity
Cllr John Hadman	✓		✓			
Cllr Jonty Shingles		✓	✓			
Cllr Ian Campbell			✓			
Cllr John Cooper			✓			
Cllr Sarah New			✓			✓
Cllr Mark Richards			✓			✓
Parish Clerk - Diana Watson				✓	✓	

The Chair is elected by the members of the Council at the Annual Council Meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972).

The Vice-Chair is elected by the members of the Council at the Annual Council Meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972).

Parish Councillors are elected by the electors of the Parish (section 16 (2) of the Local Government Act 1972) every four years. A Councillor may also be returned by bye-election, co-option, appointment by the district council or by return after a successful election petition. All Councillors are required to complete a declaration of Acceptance of Office and to provide a written undertaking that they accept the Council's Code of Conduct.

Proper Officer is a title used in statute. It refers to the appropriate officer for the relevant function. In town and parish councils, the Proper Officer is normally the Clerk. In financial matters, the Proper Officer is known as the **Responsible Financial Officer**.

The Clerk is employed by the Council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the Council's activities. Any other staff, although employed by the Council, answer to the Clerk who is their manager and is responsible for their performance. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk can be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices. The Clerk has a wide range of other responsibilities which are set out in his/her job description.

Creed Charity. Annually at the Annual General Meeting, Ashton Parish Council appoints two council representatives to serve as Trustees of the Creed Charity for twelve months.