

Ashton Parish Council

Member Responsibilities 2018/19

Member Responsibilities are recorded under Item 2 of the Minutes of APC Annual Parish Council meeting dated 8th May 2018.

Changes to Member Responsibilities are recorded under the Minutes of the APC Parish Council meeting dated 11th December 2018 (Chairman and Vice-Chairman), Item 2 of the Minutes of the APC Parish Council meeting dated 5th February 2019, and item 8.4 of the Minutes of the APC Parish Council meeting dated 27th March 2019.

For ease of reference this information is published below, and also includes any sub-committee and working group responsibilities:

	Chair	Vice-Chair	Planning Committee	Parking Working Group	Proper Officer	Staffing Sub-Committee	Governance Sub-Committee	Finance Sub-Committee	Responsible Finance Officer	Creed Charity
Cllr Mark Richards (Vice Chair 08.05.18 - 11.12.18) (Appointed Chair 11.12.18)	✓		✓	✓			✓	✓		✓
Cllr Stephen Ellis (Appointed Vice Chair 11.12.18)		✓	✓	✓		✓				
Cllr Ian Campbell (Disqualified under Section 85 of the Local Government Act 1972, with effect from 04.01.19)			✓							
Cllr John Cooper (Resigned 05.07.18)			✓							
Cllr Richard Dorman (Co-Opted as Councillor on 16.08.2018) (Appointed Interim RFO on 05.02.19 until 08.04.19)			✓				✓	✓		
Cllr John Hadman (Chair 08.05.18 - 11.12.18)			✓			✓				
Cllr Sarah New (Appointed Acting Clerk and Interim Proper Officer on 05.02.19 until 08.04.19)			✓			✓		✓		✓
Cllr Louise Rice (Co-Opted as Councillor on 22.03.19)			✓				✓			
Parish Clerk - Diana Watson (Left employment with Ashton Parish Council on 31.01.19)					✓				✓	
Parish Clerk - Jill Sardeson (Appointed as Clerk to Council (Proper Officer) and RFO on 08.04.2019)					✓				✓	

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.

Parking Working Group. A working group of Ashton Parish Council, operating in accordance with the Terms of Reference, as approved under Item 9.1 of the Ashton Parish Council meeting dated 28th February 2017.

Staffing Sub-Committee. A Sub-Committee of Ashton Parish Council, operating in accordance with the Terms of Reference, as approved under Item 7.1 of the Ashton Parish Council meeting dated 5th February 2019.

Governance Sub-Committee. A Sub-Committee of Ashton Parish Council, operating in accordance with the Terms of Reference, as approved under Item 8.4 of the Ashton Parish Council meeting dated 27th March 2019.

Finance Sub-Committee. A Sub-Committee of Ashton Parish Council, operating in accordance with the Terms of Reference, as approved under Item 8.4 of the Ashton Parish Council meeting dated 27th March 2019.