

# Ashton Parish Council

## Member Responsibilities 2019/20

Member Responsibilities are recorded under Item 2 of the Minutes of APC Annual Parish Council meeting dated 8<sup>th</sup> May 2019.

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

	Chair	Vice-Chair	Planning Committee	Proper Officer	Staffing Committee	Governance Committee	Finance 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 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 - 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.

**Staffing Committee.** A 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 Committee.** A 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 Committee.** A 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.

\* where the approved terms referred to "sub-committee" this has been amended to "Committee" in line with the comments of the internal auditor in June 2019.