

**New Councillor Induction Training Report-Thurleigh Village Hall-September 23 2015**  
**Delivered by Bedfordshire Association of Town and Parish Councils**

## **Key Learning Points**

### **Councillors**

- Have a duty to represent all the electorate
- Must be democratic, in touch, consultative and proactive
- Have no executive powers so cannot act alone

### **The Council**

- Must balance the needs of the community
- Is accountable for the public money it spends
- Must follow, by 2017, good employment practice re holiday and maternity leave and work place pension
- Must employ a responsible financial officer
- Is responsible for managing risk

### **Chairman**

- Has casting vote in cases of vote equality
- May call an extraordinary council meeting as necessary
- Has no executive power

### **Clerk**

- Must be impartial-they do not represent the community as a councillor does
- Advises council and ensures that their actions are legal

### **Council Powers**

- Have the power to lobby but not to act 'ultra vires' –beyond their powers
- Must fulfil their duties but choose which powers to use according to community needs
- Have power to issue fixed penalty notices (dogs, litter, graffiti, fly posting (Clean Neighbourhoods and Environment Act 2005))
- General power of competence – same legal power as individuals, can take actions within current legislation

### **Meetings**

- At least 3 meetings and an annual meeting per annum
- All business pre-notified by a written agenda
- Open to the public (open forum) and minutes / resolutions recorded
- Councillors have a duty to attend

### **Annual Parish Meeting**

- A meeting of the electorate and not a parish council meeting
- A forum in which to engage with the electorate
- Parish meeting resolutions are not binding on the parish council but are a good indication of local views
- A parish poll may be demanded by not less than 10 of the electorate, or one third of those present

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