



## **PATELEY BRIDGE TOWN COUNCIL**

The Council Chamber, King Street  
Pateley Bridge, HG3 5LE

Tel: 07751 571 374 Email: [clerk@pateleybridgetowncouncil.gov.uk](mailto:clerk@pateleybridgetowncouncil.gov.uk)

## **Co-option of a Parish Councillor**

*A Parish Councillor is an elected or co-opted volunteer who has time to give on behalf of his or her community. The position is unpaid, and the usual term of service is at least four years, although in this case, the next election will be in May 2022. Following the retirement of two councillors, an opportunity has arisen to co-opt two new Parish Councillors. This notice sets out what a parish councillor does, and the kind of person the Council hopes will be able to join them.*

### **Job Description**

Pateley Bridge Town Council meets in the evening on the first Tuesday of each month in the Council Chamber, and in between times there are other committee or working group meetings, such as the Mayor's Fund Committee or the Pateley Bridge and Beverley Joint Community Resilience Committee. The Council consists of the Chair (the Mayor), the Deputy Chair and nine other councillors, and the work of the Council is guided by the Clerk. The Council contracts out the grasscutting and caretaking work to the Parish Caretaker.

The Council is non-political and makes decisions as a corporate body in an open and transparent way.

### **Councillors may be called upon to:**

- Comment on planning applications that come to the Council for consideration
- Carry out safety inspections of the Glasshouses Play Area or the BMX track
- Help set the annual 'Precept' (paid by parishioners through their council tax, to fund local services) and help set the annual budget for the Council, or carry out internal financial controls for audit
- Serve the community in a specialised way (for instance as a flood warden)
- Contribute to the drafting of Council policies, risk assessments and plans
- Help in responding to formal requests for the Council's opinion, for instance from the County Council or national bodies such as the Boundary Commission
- Consider representing the Council on an outside body, such as the Friends of the Cemetery, the Memorial Hall or the Nidderdale Strategic Partnership
- Act as a liaison with the Allotment Society or the Parish Caretaker
- Serve on the Christmas Lights Committee
- Assess applications to the Mayor's Fund or help fundraise for it
- Lodge a return with the Charity Commission
- Help ensure that parishioners are kept informed of the work of the Council and its decisions.

### **Person Specification**

Anyone holding public office is expected to uphold the seven principles of public life called the 'Nolan Principles', which are: to be selfless, to show integrity and objectivity, to be accountable and open and honest, and to show leadership.

Councillors must complete a register of interests, to be published on the Council's website. They must also abide by the Council's Code of Conduct, its Standing Orders and its Financial Regulations (these are all published on the Council's website).

Each Parish Councillor brings different skills and experience. New Councillors are expected to attend a day's training with the Yorkshire Local Councils Associations (YLCA).

**A Parish Councillor needs to:**

- Have a sincere interest in representing the local community, and an understanding of the issues that matter to the entire community
- Have a positive attitude when it comes to representing the interests of the Parish, contributing constructively to the smooth running and good governance of the Council
- Deal patiently with parishioner enquiries, fairly and without prejudice, in a timely manner, referring to the Council as appropriate
- Preferably have access to the internet and be conversant with email
- Be a team player.

If you are interested, please send a brief CV to the Clerk, Mrs Sarah Adamson, [clerk@pateleybridgetowncouncil.gov.uk](mailto:clerk@pateleybridgetowncouncil.gov.uk) with a covering letter explaining why you would like to be a councillor and what you think you might bring to the Council.

**The Closing Date is Tuesday 30<sup>th</sup> June 2020.**

If you fulfil the eligibility criteria, you will be invited to the next Council meeting to take place in the Council Chamber (at the moment the Council is holding its meetings remotely by video-conferencing, which is not felt to be suitable for the co-option procedure!), which could be either Tuesday the 7<sup>th</sup> July 2020 at 7.15pm, or even as far ahead as the meetings on 4<sup>th</sup> August or 1<sup>st</sup> September, depending on the current situation.

Any other candidates will remain outside the Council Chamber whilst you will be asked to make a short two/three minute presentation outlining the skills and interests you would bring to the role and you will be asked questions by the existing councillors based on your presentation. This will be conducted on an informal basis, although followed by a formal voting procedure. If successful, you will be asked to make a declaration of office and will start work immediately by attending the rest of the meeting.