Lympstone Parish Councillor Member Duties and Responsibilities

The following job description was adopted and agreed by Lympstone Parish Council on **7th November 2022.**
The following policy was reviewed and agreed by Lympstone Parish Council on **3rd February 2025.**

Lympstone Parish Councillor Member Duties and Responsibilities

Main Duties and Responsibilities

1. To participate constructively in the government of the Parish of Lympstone.

2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.

3. To ensure, with other councillors, that the Parish Council is properly managed.

4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.

5. To be accessible and to represent effectively the interests of the Parish for which the Councillor is elected and deal with Parishioners enquiries, representations and complaints.

6. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.

7. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the well-being and positive development of the Parish.

8. To attend Parish Council meetings, committee meetings and working groups to which the Councillor is appointed.

9. To prepare for meetings and take responsibility for being properly informed about the issues to be discussed.

10.To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.

11.To represent the Parish Council on outside bodies to which the Councillor is appointed

12.To undertake specific responsibilities agreed and allocated by the Parish Council, and to provide reports at Parish Council meetings when required.

13.To abide by the Parish Councillors Code of Conduct. Further details are to be found in the Good Councillor Guide available (electronically) from the Parish Clerk.

Councillors are elected by the community but if an election is not called, the Parish Council can co-opt a member. Lympstone Parish Council will always write a personal letter of thanks to any member of the PC who has decided to resign regardless of time served.

Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council

Date of next review: February 2026