

West Wittering Parish Council

The Pavilion, Rookwood Road, West Wittering, Chichester, PO20 8LT

Application to become a Parish Councillor

Name (inc, title):			
Email Address:			
Telephone Number:		Mobile No:	
Address:			
Postcode			
To comply with the principles set out in the Data Protection Act 1998 we will ensure all personal information supplied to us is held securely. We will ensure that any information given will only be held as long as necessary. The information provided will be used for the purposes of administering your application and will only be shared s the law permits or with your express consent,			

Please provide a short statement explaining the reasons why you wish to become a Parish Councillor and let us know what skills or experience you would bring to the Parish Council. The statement will be circulated to all councillors before the next council meeting.

Signed		Date:	

Membership of the Parish Council

In order to be eligible for co-optation as a West Wittering Parish Councillor, you must be a British Subject, or a Citizen of the Commonwealth or the European Union; and be 18 years of age or over; and additionally, able to meet ONE of the qualifications set out below **(please tick ✓ which applies to you)**.

a) I am registered as a local government elector for the parish.	
b) I have, during the whole of the twelve months preceding the date of my co-optation, occupied as owner or tenant, land or premises in the parish.	
c) My principal or only place of work during those twelve months has been in the parish	
d) I have during the whole of twelve months resided in the parish or within three miles of it.	

Please note that under section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor if he/she:

- a) Holds any paid office or employment of the local council or of a joint committee on which the council is represented; or
- b) Is a person who had been adjudged bankrupt or has made a composition or arrangement with his/her creditors; or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the Representation of People Act 1983 for corrupt or illegal practices.

The disqualification for bankruptcy ceases in the following circumstances:

- i) If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged; or
- ii) If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part; or
- iii) If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

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Responsibilities and Duties of a Councillor

This appendix provides a concise summary of the roles, duties and responsibilities of Parish Councillors in England. It should be read alongside the Councils Standing Orders, Financial Regulations and Members Code of Conduct.

Role of a Parish Councillor

A Parish Councillor is a local elected or co-opted officeholder who serves the whole community and acts collectively with fellow councillors as part of the corporate body of the Council.

Councillors are expected to:

- Represent the interests of the entire parish.
- Help set the council's strategic direction, policies and priorities.
- Act as a link between the community and the council.
- Uphold high standards of conduct in public office.
- Prepare for and attend meetings.
- Attend training to develop knowledge and skills.
- Be aware of and follow council policies and procedures.

Individual councillors have no authority to act or make decisions on behalf of the council unless specifically authorised by law.

Individual councillors should not be involved in the day-to day running and administration of the council.

Code of Conduct and Standards

Councillors must comply with the Parish Council's adopted Members Code of Conduct, which requires them to:

- Act with integrity, honesty and accountability.
- Treat others with respect.
- Avoid bringing the council into disrepute.
- Declare and manage interests, including disclosable pecuniary interests.

Collective Decision Making

The Parish Council acts as a corporate body. This means that:

- Decisions are made collectively at properly convened council or committee meetings.
- Councillors share responsibility for decisions lawfully made by the council.
- The principle of majority decision-making applies.