



## Whitchurch-on-Thames Parish Council

### Vacancy for a Parish Councillor

This is a voluntary position and requires a minimum of one evening a month to attend parish meetings. Other meetings may occur as required. It is interesting and varied work and requires becoming involved in all things relating to the village, such as planning, environment, maintenance etc. For a full job description, please refer to the following pages.

**To apply, or to obtain more information, please contact the Parish Clerk:**

Jane M. Yamamoto  
11 Hillside  
Hardwick road  
Whitchurch-on-Thames  
RG8 7HI  
Mobile: 07876 714 906  
Email: [parishclerk.whitchurchonthames@gmail.com](mailto:parishclerk.whitchurchonthames@gmail.com)

**Applications must be received by 30 May 2020**

Issued: 15 April 2020

### PARISH COUNCILLOR – JOB DESCRIPTION

**Title: Councillor**

Responsible to: The Council and its electors.

Responsible for: Effective leadership to foster the interests of the electors and Parish

Role/ Purpose to: Bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of parishioners within and outside the Parish.

**Requirements:**

- Aged 18, on electoral role, citizen of UK, Commonwealth, EU or Ireland
- Resident or within 3 miles of the parish for at least one year, own land or work in the parish
- Be able to attend regular evening meetings
- Be interested in local issues, preferably not just a single issue
- An understanding and willingness to represent the views of the whole community
- An interest in being a professional and effective councillor.

### **Main duties and responsibilities:**

- To represent effectively the interests of the whole parish by listening to views from the community
- To improve the quality of life for those that live, work or visit the area
- To participate fully in the formation and scrutiny of the Council's policies, strategic plans, budgets and service delivery
- To ensure that the Council is properly managed
- To prepare for, attend and participate in Council meetings, decision making and abide by corporate decisions
- To undertake appropriate training and development to help fulfil the requirements of the councillor role
- To keep up to date with significant developments affecting the Council at local, regional and national levels
- To represent the Council on outside bodies to which the Councillor is appointed and report back activities
- To maintain proper standards of behaviour and comply with the Council's code of conduct
- To deal with resident's enquiries and representations fairly and without prejudice.

### **Skills needed by a Councillor:**

- Interpreting information
- Having ideas, visualising what might happen, using imagination
- Understanding budgets and financial paperwork
- Encouraging yourself and others
- Listening, questioning, evaluating objectively, reviewing, drawing conclusions then making decisions
- Dealing with conflict
- Seeing the bigger picture
- Public speaking
- Persuading and motivating
- Prioritising
- Negotiating
- IT skills.

**LOCAL GOVERNMENT ACT 1972**  
**PARISH OF WHITCHURCH-ON-THAMES**

**Notice of Vacancy in the office of**  
**Parish Councillor**

**NOTICE IS HEREBY GIVEN** that there is a casual vacancy on the Parish Council caused by the resignation of Councillor R. Hatcher.

The vacancy will be filled by election if, within fourteen days of the date of this notice, any ten local government electors for the above parish submit a written request for an election to the Returning Officer, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Milton, Abingdon, OX14 4SB.

In calculating the fourteen days, a Saturday or Sunday, Christmas Even, Christmas Day, Good Friday, or a bank holiday, or a day appointment for public thanksgiving or mourning shall be disregarded.

If no written request for an election is received by the Returning Officer within the time specified, the vacancy will be filled by co-option by the Parish Council.

Dated this 15<sup>th</sup> April, 2020

Signed



Clerk to the Parish Council

Further information available at: [parishclerk.whitchurchonthames@gmail.com](mailto:parishclerk.whitchurchonthames@gmail.com)

**The fourteen days expires on Monday, May 4, 2020.**