

WICKHAM MARKET PARISH COUNCIL ESSENTIALS

No. 1: New Councillor's Guide



1. First steps (first 28 days)

- 1.1. Sign a Declaration of Acceptance of office form in the presence of the Proper Officer or a member.¹
- 1.2. Enter your register of interests at²: <https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1>
- 1.3. Come to the meetings. If you can't come, send your apologies. If you miss all meetings within a 6 month period without your absence being approved, you automatically vacate office.³
- 1.4. Review the New Councillors Induction Pack

2. Understand Councillors duties under the Localism Act 2011⁴

3. **Understand Councillors Code of Conduct**⁵, includes declaration of interests at meetings. It can be found under "Parish Council Documentation" <https://wickhammarketpc.com/assets/Parish-Council-Documents-/WMPC-Docs-2023/WMPC-LGA-Code-of-Conduct2.pdf>

4. Essential Documents

- 4.1. **Schedule of Meetings:** WMPC normally meet on the 3rd Monday every other month at 7pm <https://wickhammarketpc.com/parish-council/agendas-minutes-and-meeting-documents/>
- 4.2. **Standing Orders:** Describe the rules governing how the council operates (22 pages). <https://wickhammarketpc.com/assets/Parish-Council-Documents-/WMPC-Docs-2023/WMPC-Standing-Orders.pdf>
- 4.3. **Financial Regulations:** Describe how the Council manages finances (16 pages) <https://wickhammarketpc.com/assets/Parish-Council-Documents-/WMPC-Docs-2023/WMPC-Financial-Regulations.pdf>
- 4.4. **Contact details:** Councillors are provided with a dedicated council email which should be used for all council business. As this is a council email and not a personal one, this can be shared.
- 4.5. **Council Budget:** can be obtained at any time from the Clerk and is provided at every meeting within the Finance Report
- 4.6. **Council and Committee Minutes and meeting documents:** The official record of what the council does <https://wickhammarketpc.com/parish-council/agendas-minutes-and-meeting-documents/>

5. Parish Council Website: <https://wickhammarketpc.com/> Contains lots of useful information for councillors where you can find:

- 5.1. Annual Accounts.
- 5.2. Agenda's and Minutes both current and historical.
- 5.3. Policies and Procedures which contain a range of governance documents and check lists.
- 5.4. Planning Consultations.
- 5.5. Neighbourhood Plan information.
- 5.6. Emergency contact numbers and links.
- 5.7. Wickham Market Business Directory.

6. Further Information

- 6.1. The good Councillors guide gives a great overview and can be downloaded and printed. It is 75 pages long printed on A5 paper. Ask the Clerk for an electronic copy.
- 6.2. In addition, there are over 30 policies and procedures covering over 150 pages published on the website. However, most of the daily operating procedures are summarised in the New Councillors Induction Pack which is a collection of WMPC essentials guides totalling just 20 pages and containing references to legislation and best practice.

¹ Local Government Act 1972, s.83(4)

² Localism Act 2011, s.30(1)

³ Local Government Act 1972, s.85

⁴ Localism Act 2011, s.27(2)

⁵ Localism Act 2011, s.28(1)