



ROLE OF COMMUNITY COUNCILLORS

Community Councillors work collectively to help the Community Council fulfil its role in promoting the views and interests of the communities they represent and informing local people about issues of public concern.

When the Council, or other statutory agencies, give Community Councils the opportunity to comment on proposals affecting their area, it is the responsibility of the Community Councillors to ensure that the Community Council accurately represents the views of local people. To do this, Community Councillors actively consult and listen to the wider community on major issues through both informal and formal consultation methods.

Apart from the statutory function and the role in planning and licensing applications, there are various ways in which you can play your part in your Community Council. Your Community Council will have office-bearers such as Chairperson, Treasurer and a Secretary but most also have an array of other designated roles to suit the priorities and interests of their community and which support the wide work of the Community Council.

Whether or not they hold an office or another named role, all members of the Community Council share responsibility for the Community Council's decisions, actions and smooth operation.

The meeting commitment varies depending on the Community Council but they must meet at least four times per year. The meetings will usually take place in the evenings and are held in public. The place, date, time, agenda and minutes of the previous meeting are circulated in the local area at least seven days before the meeting.

Sub-committees or working groups may be established to deal with particular issues, and, if involved, this could place an additional call on your time. Members generally work as a team and opportunities to use existing skills and learn new ones inevitably arise.

A Community Councillor must commit to the role and uphold the standards and values of the Community Council. All Community Councillors are expected to contribute to policy discussions and adhere to procedures governing the work of the Community Council so before you take on the role, find out about the context in which you will be working by checking your Community council's website or speak to an existing member.

Although their work is rewarding in many ways, Community Councillors receive no payment for their duties. However Community Councils receive a small grant and other support to support the administrative aspects of their business and to reimburse out-of-pocket expenses where relevant.

If you think you have got what it takes to become a Community Councillor and you would like to make an impact on the issues affecting your area then, complete and return a nomination form to:

**Returning Officer, Election Office, Clackmannanshire Council, Kilncraigs,
Greenside Street, Alloa FK10 1EB**

If you need any further information then contact

Tel: 01259 452266 or email: elections@clacks.gov.uk

<http://www.clacks.gov.uk/community/communitycouncilsintro/>