

Adlington Town Council Role Description for a Town Councillor

Introduction

Adlington Town Council has up to 12 Councillors to represent one of the four Wards of Adlington: North, Central West or East. The electorate in each Ward can vote for up to three Town Councillors who, once appointed, normally serve a four year term of office. Where a mid-term vacancy arises, in line with the provisions of Section 87(2) of the Local Government Act, the Town Council can advertise the vacancy to be filled by co-option until the next local election in May 2023.

Adlington Town Council is the lowest tier of local Government. It represents the interests of the people and areas of Higher and Lower Adlington. The Town Council does have the power to set an annual precept, to deliver some local services and to improve amenities, providing its acts lawfully and within its resources. It also seeks support from Chorley Council as the District and Lancashire County Council authorities. The Town Council is serviced and supported by a part time Clerk.

The main Duties of a Town Councillor

A Town Councillor is:

1. Summoned to attend and is expected to contribute to the decision-making monthly meetings of the Town Council, its Annual General Meeting and the Annual Town Meeting, both held in May. Also, involvement in one of the Town Council's Working Groups, which meet occasionally to discuss and to make recommendations for the Town Council's approval is required; or to represent the Town Council externally on other local bodies; and/or eventually, by nomination, to accept an Officer position as the Deputy Mayor or the Town Mayor to fulfil leadership and/or ceremonial duties.
2. Encouraged to make an active and positive contribution to reflect their own skills, experience or interests either directly in the work of the Town Council and/or in its programme of activities, and/ or to support local community-led activities which aim to enhance the amenity and quality of life of the Village for the benefit of the community as a whole.
3. Expected to be approachable, aware of the varied range of backgrounds within the community, to be considerate and politically unbiased if a member of the public raises a concern directly, and to respond by providing: accurate information, appropriate sign-posting, or dealing with the issue directly if possible; or reporting the concern to the Clerk for follow-up action to be considered / taken, and /or for discussion at a future Town Council meeting. The Clerk's contact details are given out as the main point of contact for the Town Council.
4. Part of a 'team' and is expected to play a part in the organisation and delivery of aspects of the Town Council's annual civic or community activity programme: the arrangement and hosting of a Civic Remembrance Event for Adlington and District in conjunction with the three adjacent smaller Anderton, Heath Charnock and Rivington Parish Councils is the main event; the Civic Service is normally held in June and the Carol Concert in December.
5. Expected to be aware and pro-active in raising issues for the Town Council to discuss and respond to.