



# Guide for New Councillors

V1.1 18/5/21

## 1 Welcome

Congratulations on your election or co-option to serve as a member of Rooksdown Parish Council. This guide is to help you understand:

- Your obligations as a councillor
- Your role as an elected member
- The council's rules and procedures for the conduct of its business.

If you have any queries during your term of office, please do not hesitate to contact the Clerk who is always willing to help. The Clerk is your first point of contact for all matters including any complaints, or requests for action or matters concerning the business of the council.

There are a number of important documents which you will need to be aware of including:

- Council policies
- Code of Conduct
- Standing Orders
- Financial Regulations,
- Etc...

...all of which are described in more detail below.

If there is anything you feel is missing from this document or that you feel would be helpful to include, especially for new councillors, please let the Clerk know.

## 2 GETTING STARTED

### 2.1 *Declarations of Acceptance of Office*

On accepting the office as councillor you will be asked to complete a Declaration of Acceptance of Office. When you sign the Declaration you will undertake to observe the Code of Conduct adopted by the council, so it is essential you have read the Code. More details are given in section 2.3 below.

You cannot participate as a councillor (including participating in any meetings of the council) until you have signed a Declaration of Acceptance of Office.

The form will be given to you by the Clerk, and must be signed in the Clerk's presence. This is normally done at your first council meeting, but it can also be signed before the meeting in order for you to begin to participate in the work of the council.

### 2.2 *Registering Financial and Other Interests*

As a member of a local authority you are also statutorily required to complete a Register of Members Interests. This form will be lodged with the Monitoring Officer of Basingstoke and Deane Borough Council (BDBC) and displayed on their website. It may be referred to where there is an alleged breach of the council's Code of Conduct.

You will be sent the form by the Clerk, but it is your responsibility to complete and lodge it with BDBC within 28 days of your election or co-option. Doing this is a legal requirement under the Localism Act 2010.

You are also required to register any change to the interests previously registered, within 28 days of becoming aware of such a change. If you have any changes to register at any time, this should be done directly with the Democratic Services department of BDBC ([Democratic.Services@basingstoke.gov.uk](mailto:Democratic.Services@basingstoke.gov.uk)). You should also inform the Clerk so the new information can be taken into account at council meetings.

Note that you are responsible for keeping your Register entries up to date. The fact that you have registered a particular interest in writing does not absolve you from declaring that interest at a meeting, should circumstances arise. In fact, it should remind you of the need to make a disclosure. Further information on making disclosures at meetings is given in section 5 below.

### **2.3 Code of Conduct**

As an elected member you are required to consider all matters with an open mind, in an open and transparent process free from an interest. The council has adopted a Code of Conduct for its members, which reflects its statutory requirement to promote and maintain these high standards of conduct as required by the Localism Act 2011. The Code applies to you whenever you are acting as a councillor or the public perceive you to be acting as a councillor.

By signing your Declaration of Acceptance of Office you are undertaking to observe the Code and uphold the principles of public life (see section 6 below). The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of BDBC, who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result in public censure or in certain circumstances a criminal action.

The Code of Conduct is available on Policies webpage (see section 7.1 below). Further guidance on the Code is given in section 5 below and further information on the principles of public life is given in section 6.

### **2.4 Members' Allowances**

The council has not adopted the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of a Basic Members Allowance.

The council can make payments in respect of Parish Travelling and Subsistence Allowance (Regulation 26) for approved duties in line with the council's expenses policy and agreed rates for reimbursement. "Approved Duties" include members attending training events or attending meetings as a representative of the council and need to be approved by the council in advance.

Please note that the majority of council meetings are held in the evening and, unfortunately, under present legislation, the parish council is not permitted to contribute to the cost of councillors' childcare or care of dependents.

### **2.5 Freedom of Information (FOI)**

The council is obliged by law to make information on its activities available to the public on request. It maintains a [Publication Scheme](#), which is available to the public. This identifies classes of information that are routinely published and where they can be found. All information held by the council is available to the public under an FOI request, although in certain cases an exemption may apply which may permit the council to refuse to supply information.

Information held by members of the council is also covered by FOI and therefore members may be approached to produce their records if a specific enquiry warrants it. This includes notes, answering machine messages, recorded telephone conversations etc. You should seek advice from the Clerk if you have any concerns or are approached by a member of the public for this information.

### **2.6 General Data Protection Regulation (GDPR)**

The Data Protection Act (2018) is also known as the GDPR (General Data Protection Regulations). This is a whole system of regulations, rights and principles that aims to protect the personal data of every UK citizen. They set out to give a person more rights over the data that an organisation holds on them, but in a nutshell, the main points are as follows:

- A person can request to see all the details that are held on them both in human and machine-readable format.
- A person can request that an organisation deletes all the personal data that it holds on them.
- A valid reason for gathering and processing their data needs to be stated.
- Informed consent must be asked for when the data is gathered.
- People must be provided with a way of withdrawing that consent at any time.
- Precautions need to be taken to protect personal data that has been gathered.

All councillors need to be aware of GDPR and recognise its implications.

## **2.7 Training**

The council recognises that members and the Clerk should attend regular sessions to update and improve their understanding of matters affecting local government. It supports and encourages councillors and the Clerk to attend training events, conferences and seminars provided by organisations including the Hampshire Association of Local Councils (HALC), Society of Local Council Clerks (SLCC), BDBC and Hampshire County Council (HCC).

Examples of training available include

- Code of Conduct
- Councillor Skills
- Chairmanship
- Planning
- Finance including budgeting, audit and risk management

Please contact the Clerk if you feel you would like to attend a training course.

## **3 COUNCIL MEETINGS**

### **3.1 Attending your first meeting**

The first meeting you attend will be the first meeting after your election/co-option to office. An agenda and any relevant papers will be sent to you at least 3 clear working days before the meeting and you should familiarise yourself with the items for discussion. You may find it helpful to talk to the Clerk and/or Chairman before your first meeting to understand the issues to be discussed.

3 clear working days is a legal requirement and does not include the day the documents are sent, the day of the meeting, Sundays, public holidays, etc. This means that, for a meeting on a Monday evening, the latest an agenda can be sent out is the previous Tuesday.

If you have any queries regarding any item on the agenda, please do not hesitate to contact the Clerk.

### **3.2 Parish Council Meetings**

The full council meets monthly on the fourth Monday of every month except August and December. Meetings normally start at 7.30pm, unless otherwise stated on the agenda, and are normally held in the Community Centre, unless held remotely (see section 3.6 below).

You should endeavour to attend as many meetings as possible. If you are unable to attend a meeting you should send your apologies to the Clerk as soon as possible. If you miss meetings for a continuous period of 6 months without sending apologies, or without your apologies being approved by the meeting, then you will cease to be a councillor.

There needs to be at least 3 councillors present at any council meeting for any decisions to be made. The term for this is that the council is 'quorate'. The legal requirement is a minimum of 3 councillors or a third of the total number of councillors (rounded up) whichever is greater. As Rooksdown has 9 councillors the number is 3 whichever way it is calculated.

### **3.3 Extraordinary Parish Council Meetings**

From time to time additional meetings (extraordinary meetings) may be required to deal with urgent items that either cannot wait until the next ordinary meeting or councillors feel they would prefer to deal with separately or earlier. Like ordinary meetings, these meetings must be advertised at least 3 clear days ahead, an agenda and minutes produced and must be quorate for any decisions to be made.

Extraordinary meetings may be called by the Chairman or by two councillors at any time. Section 6 of the council's Standing Orders (see section 7.1 below) has more details.

### **3.4 The Annual Parish Meeting**

The Annual Parish Meeting must be held between 1 March and 1 June every year. This is a meeting held by and for the electors of the parish to discuss any items of interest to them. It is not a parish council meeting, though for convenience it is usually organised by the parish council and chaired by the Chairman of the parish council. It is open to all the electors in the parish.

Strictly speaking electors can set the agenda, and in practice these meetings often celebrate local activities and debate current issues in the community. Members will therefore find it useful to be present.

### **3.5 The Annual Meeting of the Council**

The Annual Meeting of the council (not to be confused with the Annual Parish Meeting) is held in May. This is the first meeting of the council year and there is an amount of administrative business that needs to be dealt with, therefore this meeting can be longer than others in the year. A list of the main things that need to be decided can be found in the Standing Orders 5.j (see section 7.1 below) – the most important being the election of Chairman and Vice Chairman for the year.

### **3.6 Remote Meetings**

In certain circumstances and where permitted by legislation, the parish council may meet via telephone or video conference. During the 2020/21 COVID-19 pandemic the council was permitted to meet remotely, but this legislation has now lapsed. A consultation is taking place to decide whether changes need to be made to the law to allow councils to meet online.

### **3.7 The Meeting Summons and the Duty to Attend**

The law requires that you be 'summoned' to attend a council meeting.

Councillors are under a public duty to attend council and committee meetings. That is why the agenda is issued as a summons rather than an invitation. This means that, if a council meeting has been arranged, councillors are not only within their rights to give it a higher priority than work commitments, but they also have a duty to do so.

Employers are required to allow councillors to take time off to attend council or committee meetings, or to take care of council business.

### **3.8 Agenda, Reports and Minutes**

The summons will give you the date, time and place of the meeting and will include an agenda to give you details of the items to be discussed and where appropriate the level of discussion to take place, eg whether you are considering what action to take, receiving a report, resolving to take action. It may also include papers for you to read before the meeting. It is important that you take the time to read these papers before attending the meeting to familiarise yourself with the issues to be discussed.

When you receive the agenda and reports for meetings, you may find a paper marked as confidential. Any information in such a document to be treated as confidential and should not be divulged to anyone who is not a member of the council. If you are a member of a committee and receive a document for a meeting of that committee marked as confidential, you must not disclose the contents to anybody outside the committee, even if they are a councillor. If you have any doubts, please contact the Clerk who will be able to advise.

After each meeting the Minutes are prepared by the Clerk. The council agenda, together with the minutes of the last meeting form the basis on which the council conducts its business. Both the agenda and the minutes are determined by the Clerk, though these are prepared in consultation with councillors and the Chairman.

The council also has a system of public participation time at its meetings, where members of the public can raise issues, speak about items on the agenda and question council decisions.

If you wish to have an item put on the Agenda for discussion, please contact the Clerk. The Clerk normally sends out a request for any items the week before the agenda is published, but items need to be with the Clerk 2 working days before the agenda is published, ie for a Monday meeting the items need to be submitted by the Friday 9 days before the meeting. Once the agenda has been published items cannot be added and will need to be held over to a later meeting.

### **3.9 Closed Sessions**

If the council or committee needs to discuss confidential items it can go into closed session, by passing a motion to exclude members of the press and public. These items can then be discussed freely, but the minutes still need to be published openly. Therefore the amount of information that is recorded in the minutes must be judged carefully. It is best to summarise the items to be discussed in a confidential paper presented to the meeting. The minutes can then just say that decisions were made as recommended in that paper.

### **3.10 Committees and Working Groups**

Where there is no need for the whole council to be involved in particular discussions or decisions, the council will usually appoint a committee or working group to deal with the issues. The differences between the two bodies are:

- Committees
  - Must have formal agendas and notice
  - Can be delegated authority to act on behalf of the council
  - Are bound by the council's Standing Orders
  - Meetings must be:
    - Open to the public
    - Are bound by the same rules and restrictions as parish council meetings
  - Standing Committees (as opposed to ad hoc committees) are appointed at the Annual Meeting of the council
- Working groups
  - Are much less formal and often include non-councillors
  - Cannot act on behalf of the council, or make decisions that bind the council
  - May advise the council or a committee
  - Are usually set up to investigate a particular topic and make recommendations
  - Do not require formal agendas and notice
  - Are not required to be open to the public.

Currently RPC has in the past had two committees:

- Allotments committee – runs the allotments
- HR committee – deals with employment matters as needed.

Examples of Working Groups (WGs) are:

- Main Hall WG – to investigate and make recommendations on the commissioning of the Main Hall
- Finance and Precept WG – drafts the council's budget for the coming year and decides how much Precept (ie council tax) is required to finance it, and presents this to the council for approval.

Any councillor may be able to attend and observe the committee meetings. However, you will not be able to participate or vote on committees unless you have been appointed to the committee by the council.

## **4 THE RESPECTIVE ROLES OF MEMBERS AND THE CLERK**

### **4.1 Introduction**

This section gives members of the council some guidance as to the respective roles of the members, the Chairman and the Clerk in helping the council to function, and on how these roles work in practice.

### **4.2 The Role of Members**

Members are collectively responsible for making council policy, for which they are accountable to the electorate.

Members are not normally directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between members and the Clerk on such matters and, indeed, members may often find that they are asked by electors to pursue matters on their behalf. However, members have no executive authority, and will need to deal with all matters either through their collective council membership or in liaison with the Clerk.

It therefore follows that there are no circumstances where an individual member can issue an instruction to the Clerk or a contractor. Likewise, a member must never act 'on behalf of the council' in the organisation of any function or service. Particular care should be taken in letters/comments to the Press, to ensure they understand you speak as an individual councillor and not on behalf of the council as a whole. Generally, press statements will be issued by the Clerk on behalf of the council.

If a councillor wishes to meet with an external body or person to discuss council business, they should discuss it first with the Clerk. In general, the Clerk should be present at such meetings to ensure that proper records are kept and that no commitments are made or appear to be made.

### **4.3 The Role of the Chairman**

The Chairman's main role is to run council meetings. They can suggest the content and design of the agenda, but as legal signatory, technically the Clerk has the final say. The Chairman is responsible for ensuring that effective and lawful decisions are taken at meetings of the council and, assisted by the Clerk, should guide activities by managing the meetings of the council. The Chairman is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. They should be careful to encourage debate rather than lead it, and not seek to impose their view on the council. In order to achieve this, some Chairmen find it useful to:

- Summarise the matter to be discussed and ask for input rather than state their point of view
- Go round the table asking for each member's input, only adding their own at the end
- Always ask for a motion to be proposed and seconded by other members rather than doing do themselves.

At the end of the debate, the Chairman summarises members' views and facilitates the making of clear resolutions. They are also responsible for keeping discussions moving so that the meeting is not too long. The Chairman has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Chairman can have a second or casting vote.

The Chairman has the power to call an extraordinary meeting of the council at any time, though the usual notice must be given.

The Chairman will often be the public face of the council and will represent the council at official events. They may be asked to speak on behalf of the council and, in such circumstances, should only express the agreed views of the council and not give their own personal views.

The Chairman cannot legally make a decision on behalf of the council, or act on behalf of the council.

### **4.4 The Role of the Clerk**

The role of the Clerk is twofold. Firstly, they are the professional advisor to the council on matters of policy and, secondly, the executor of council policy, ie carrying out the instructions of the council. The Clerk is accountable

to the council for both functions, but not to any councillor or the Chairman. The Clerk has no line manager (ie a person to whom they report and can issue instructions or exert control).

The Clerk takes no part in the decision making of the council except to provide independent and unbiased information to support the council in its decision making.

#### **4.5 How These Roles Work in Practice**

Members take decisions on matters of major policy at meetings of the council, after having considered the recommendations of the Clerk. Within the framework of policies decided by members the Clerk, often in consultation with the Chairman, will take many decisions every working day. Most of these decisions will be concerned with the day-to-day management of services to the public, but others will be concerned with more important matters.

#### **4.6 Statutory Powers and Duties**

The council derives its powers from statute, ie as defined in law. A few of these are mandatory (the council must carry them out) but most are discretionary (the council can carry them out if it wishes). In all cases, both members and officers must work within the law. The Clerk will act as advisor to the council to ensure that it acts legally at all times. From time to time this may mean the Clerk advising members during a meeting to alert members to possible legal issues in the decision-making process. Though the council must take into account the advice of the Clerk, it is not bound to follow it. However, if the council ignores the advice of the Clerk without good reason, it may be acting illegally or unwisely and may have to face the consequences.

An indicative list of legal Powers and Duties can be found on pages 64-69 of The Good Councillor's Guide 2018 (see section 7 below).

#### **4.7 Summary**

- Members are responsible for making council policy, but do not have any executive authority.
- The Clerk is responsible for advising members on the making of council policy and for ensuring that such policy is carried out.
- Many matters are delegated to the Clerk, who can make decisions on them working within established council policies.
- The day-to-day management of council activities is the responsibility of the Clerk.
- Members and the Clerk must work within the law.
- Mutual respect between the Clerk and members is essential in order for the council to function effectively. Personal attacks on the Clerk should be avoided and would be contrary to the Code of Conduct.

## **5 CODE OF CONDUCT AND DECLARATION OF INTERESTS**

### **5.1 Introduction**

The law relating to the declaration of Disclosable Pecuniary Interests and Non-Registerable Interests is complicated. It is laid out in the Localism Act 2011 and associated regulations, but the purpose of this note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.

Agenda papers are generally sent out approximately 6 days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed, and consider whether there is a need to declare an interest (and, if so, what type of interest) in any of the items. The Clerk is always willing to offer advice and guidance before a meeting but it may be difficult to provide appropriate advice during a meeting.

References to "withdraw from the meeting" in the following subsections means that, under the circumstances described, you will not be able to participate in any discussions or vote on the item being considered. You may choose to physically leave the room whilst the item is discussed but it is not a requirement for you to do so. Your withdrawal from the meeting for that item will be recorded in the Minutes.

## **5.2 Declaration of Interests**

During your term as a councillor you will from time to time have close links to items being discussed. The council's Code of Conduct requires you to consider these links and, if necessary, declare a level of interest in the matter and withdraw from the meeting when the matter is being discussed.

There will be an opportunity at the beginning of the agenda for the council to notify the meeting of any interest, but you also have a duty to declare an interest as soon as you become aware of it later on. This may mean declaring the interest during the discussion rather than at the start of the meeting.

You must state the level of interest and the nature of it and ensure that these are recorded in the Minutes of the Meeting.

## **5.3 Disclosable Pecuniary Interests**

As a councillor you are required to complete a Register of Disclosable Pecuniary Interests and submit it to BDBC, where it is published on behalf of the council. You are required to declare interests held by yourself and your spouse/civil partner under the following headings.

- Employment
- Sponsorship
- Contracts held with the council
- Land held in the parish (owned, rented or leased)
- Licences with the council
- Tenancy
- Securities and Capital held in bodies which have a place of business in the parish

You will have a Disclosable Pecuniary Interest whenever the council is discussing something which affects anything on this register, and you must declare the interest and withdraw from the meeting.

The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5000.

## **5.4 Non-registerable Interests**

During your time in office, the council will also discuss many things which may have an impact or relevance to, a family member, a close personal acquaintance or an outside body on which you serve. This is known as a non-registerable interest, but must still be declared.

Only you can decide what constitutes such an interest, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your incorruptibility.

If you decide that you do have a Non-registerable Interest, you must declare it and withdraw from the meeting.

This is a complex area; if you have any queries you should always seek advice from the Clerk who may refer you to the Monitoring Officer at BDBC, or refer you to HALC. You may find the following examples useful:

### **Example 1 – Planning**

Your neighbour has submitted a planning application. You must declare a Disclosable Pecuniary Interest because the application affects the land which you have declared on your Register. You also have a Non-registerable Interest because the proposal will affect you, your family and neighbours. You must withdraw from the meeting whilst the item is considered and can re-join the meeting once a decision has been made. Your actions will be recorded in the Minutes.

### **Example 2 - Funding Application**

You chair a local group which has applied to the council for a grant. The grant affects the financial well-being of the group but not of you personally. Therefore you have no Disclosable Pecuniary Interest but



you must declare a Non-registerable Interest in the item. However, the Code recognises that the council might benefit from your knowledge and therefore you will usually be invited to stay during the first part of the discussion to help inform the discussion. However, the Chairman will usually ask you to withdraw from the meeting whilst the council makes its final decision.

You may re-join the meeting as soon as the decision has been made on this item and your actions will be recorded in the Minutes.

*If you are in any doubt whatsoever as to whether or not you have an interest, and particularly whether or not it is a Disclosable Pecuniary Interest, you should always err on the side of caution. The Clerk is able to offer advice and guidance on such matters before the meeting, but, as stated above, the decisions on whether or not you have an interest is yours, and yours alone. No other member of the council can force you to make any declaration, but failure to do so could result in a complaint being made against you.*

### **5.5 Dispensations**

At times it may be helpful for the council to allow a member or members to stay in the meeting in spite of the declared interest. In certain circumstances, the council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests should be made in writing and meet one of the statutory criteria.

### **5.6 Gifts and Hospitality**

Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The council's code establishes the policy for gifts and hospitality: you must bear this in mind at all times.

You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do, business with the council, or may be applying for planning permission or some other kind of decision.

In addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and whether you accept them or not. You will then be protected in the event of a complaint or enquiry, and BDBC's Monitoring Officer will be made aware of inappropriate offers made to members (especially where a series of lower value offers is made).

## **6 The General Principles of Public Life**

The following is a list of the seven principles that the Secretary of State has ordered should govern the conduct of members. The Code of Conduct is consistent with these principles.

### **Selflessness**

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

### **Honesty and Integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### **Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

### **Openness**

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

### **Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

You may also find it useful to bear the following additional principles in mind:

#### **Personal Judgement**

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

#### **Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

## **7 Documents Governing the Work of the Council**

The following groups of documents govern the work of the council:

- Policies
- Procedures
- Others

### **7.1 Policies**

Policies state how the council should act in a particular set of circumstances and include subjects such as health and safety or discipline. The most important of these are the Standing Orders (governing how meetings are run and the general rules covering the work of the council) and the Financial Regulations (governing how the finances of the council should be run).

For more information see [the council's policies](#) on the website.

### **7.2 Procedures**

Procedures guide the council in performing certain tasks, such as co-opting new members, electing the Chairman, reconciling and checking bank accounts. For more information see [the council's procedures](#) on the website

The council's procedures are shown on the website at.

### **7.3 Other documents**

Other documents include terms of reference for committees, allotment rules, etc. For more information see the [other documents](#) and the [allotment documents](#) on the website.

Eventually you will need to be familiar with all the above, but you should try to read and understand the Standing Orders and the Financial Regulations as soon as possible, preferably before your first meeting.

## **8 Other sources of information**

### **[Hampshire Association of Local Councils \(HALC\)](#)**

Provides advice and guidance on all aspects of councils, training, etc. RPC pays an annual fee for this service...

### **[National Association of Local Councils \(NALC\)](#)**

...some of which goes to the national association, which is a source of legal and procedural guidance, mainly used by Clerks. Login information for the members areas of both sites is available from the Clerk if required.

NALC has [a list of useful publications](#). The most important are

- [The Good Councillor's Guide](#) – overview of what a new councillor needs to know
- [All About Local Councils](#) – useful background on what councils are and how they are run
- [The Good Councillor's Guide to Finance and Transparency](#) - a user-friendly summary for councillors of their finance and transparency responsibilities.

### **[Society of Local Council Clerks \(SLCC\)](#)**

Professional body for Clerks and other council employees.

### **[Basingstoke District Association of Parish and Town Councils \(BDAPTC\)](#)**

Local group of councillors and clerks dealing with matters of local interest.

## **9 Any Questions?**

Just talk to the Clerk or any of your fellow councillors.

**Martin Whittaker**

Clerk and RFO