

Pembury Parish Council

Parish Council Office
Lower Green Recreation Ground
Lower Green Road
Pembury, Kent, TN2 4DZ
Tel: 01892-823193

Email: clerk@pemburyparishcouncil.gov.uk

Application for Parish Councillor

First Name: _____

Surname: _____

Address: _____

Post Code: _____

Telephone: Daytime: _____

Evening: _____

Mobile: _____

Email: _____

Occupation: _____

Areas of Interest
within the Council
(please tick any
that apply)

Communications and Events Working Group

Open Spaces working Group

Finance and HR Committee

Planning and Highways Committee

Any other interests which you consider may be of help – please
give brief details:

In order to ascertain if you are eligible to become a Parish Councillor please answer the following questions:

Are you a British, Irish or European citizen?

Yes

No

Nationality

Are you over 18?

Yes

No

Are you an Elector of Pembury Parish?

Yes

No

Have you lived in Pembury, or within 3 miles of it, for the last 12 months as an owner or tenant?

Yes

No

Do you have your principle place of work in Pembury?

Yes

No

Are you currently under a bankruptcy order?

Yes

No

If yes, please give details and dates:

Have you ever had a conviction for any offence and had a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine?

Yes

No

If yes, please give details and dates:

Signed:

Date:

Pembury Parish Council

Parish Councillor Duties

- Attend monthly Parish Council meetings and the Annual Parish Meeting.
- Attend Working Group and Committee meetings as arranged.
- Attend Remembrance Day service in Upper Church St Peter.
- Deliver quarterly newsletters.
- To take part in any events that may be arranged by the Parish Council such as Picnic on the Green and Fireworks.
- There are various training courses available to enable councillor to gain a greater knowledge of the areas of responsibility.

Office

Clerk to the Council

Helen Munro
Parish Council Office
Lower Green Recreation Ground
Lower Green Road
PEMBURY
Kent TN2 4DZ

Tel/fax:

01892 823193

Email:

clerk@pemburyparishcouncil.gov.uk

Pembury Parish Council

Committee and Working Group Duties

COMMUNICATIONS & EVENTS WORKING GROUP

- Overseeing quarterly newsletter
- Overseeing the website
- Overseeing Social media
- Pride in Pembury competition
- Public relations including branding & design
- Community engagement
- Christmas Lights
- Musical picnic
- Fireworks
- Council publicity
- Notice boards

OPEN SPACES WORKING GROUP

- Sports pitches & courts
- Lower Green and Woodside Recreation Grounds
- Village Green
- Old Coach Road
- Allotments-Woodside Road
- Pembury Burial Ground
- Lower Green cemetery
- Old Church churchyard
- All other council owned green open spaces Upkeep of all grounds machinery, tools & vehicles
- Floral Displays
- War Memorial
- Trees & hedges
- Litter & waste

FINANCE AND HR COMMITTEE

- Monitoring of Council's finances
- Drawing up Council's budget
- Review of policies and procedures
- Internal Audit
- Cash and banking
- HR matters

PLANNING AND HIGHWAYS COMMITTEE

- Consultation on all Pembury Planning Applications
 - Highways matters
 - Public transport
 - Public footpaths
 - Street furniture e.g. Benches and Bus shelters
 - Streetlights
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Councillor Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Other requirements as appropriate 	<ul style="list-style-type: none"> • A levels/Degree level and/or • Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to use personal IT equipment to receive emails and documents for review and respond timeously. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations • Experience of working in another public body or not for profit organisation • Experience of working with voluntary and or local community/ interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting • Experience of staff management
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic 	