

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)

- Open Spaces Committee
- Planning and Highways Committee
- Finance and HR Committee
- Events Working Group
- Climate & Environmental Action Working Group
- Pembury Village News (PVN) Advisory Group
- 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 principal 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: _____

Skills

Please go through the list of skills below and score yourself at the level you think is appropriate for each one.

| Skill | Score 1 to 5 (1=little/not much experience / 5=good experience) |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Using a computer and email | |
| Using the internet | |
| Working with documents both online and on paper | |
| Ability to listen, reflect and learn from a range of viewpoints and consider impartial advice before reaching own view | |
| Able to work alongside a wide range of people and build strong collaborative relationships | |
| Social media / website skills | |
| Adaptable to change / new ideas | |
| Environment knowledge | |
| Knowledge of young people's issues | |
| Previous experience of working with a voluntary/not for profit community group | |

If you have any specific vocational or professional qualification or experience, please give details:

If you have any other relevant skills or experience, please give details:

Do you have previous experience of being a councillor of/ or working with/for a County Council, District or Borough Council or parish or town council? If so, please give details and dates below:

Please use a continuation sheet if required.

Parish Councillor Duties

- Attend monthly Parish Council meetings and the Annual Parish Meeting.
- Attend Committee meetings as arranged.
- Attend Remembrance Day service.
- Deliver quarterly newsletters.
- To take part in any events that may be arranged by the Parish Council such as Pembury in the Park 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: | 01892 823193 |
| Email: | clerk@pemburyparishcouncil.gov.uk |

Committee & Working Group Duties

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

OPEN SPACES COMMITTEE

- 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 ground maintenance 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

EVENTS WORKING GROUP

- Council run events
- Liaison with the community / support on running events

CLIMATE & ENVIRONMENTAL ACTION WORKING GROUP

- Review Parish Council's operations to reduce carbon emissions and improve biodiversity

PVN ADVISORY GROUP

- Ideas for content
 - Proof reading
-

Councillor Person Specification

| COMPETENCY | ESSENTIAL | DESIRABLE / USEFUL |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Relevant knowledge, Education, Professional Qualifications & Training | <ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. | <ul style="list-style-type: none"> • Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect). |
| 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. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other local councils, principal authority, charities). • Ability and willingness to undertake relevant training. | <ul style="list-style-type: none"> • Good reading and analytic skills. • Ability to work under pressure • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations, grounds maintenance, allotments and/or • Experience of working in another public body or not for profit organisation and/or • Experience of working with voluntary and or local community/ interest groups and/or • Basic knowledge of legal issues relating to town and parish councils or local authorities and/or • Experience of delivering presentations and/or • Experience of working with the media and/or • Experience in financial control/budgeting and/or • 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 | |