

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:

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

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Personal Statement

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 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

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Committee 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

CLIMATE & ENVIRONMENTAL ACTION WORKING GROUP

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

PVN ADVISORY GROUP

- Ideas for content
 - Proof reading
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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 	