



Remember ...

If you have any questions, your clerk may be able to answer them, if not; you are very welcome to contact your local county association.

BMKALC
County Hall
Aylesbury
HP20 1UA
Telephone - 01296 383154
Email - Balc@bucksalc.gov.uk



Aide Memoire for Town and Parish Councillors



Before the Meeting

- Made sure you have a copy of the agenda, supporting paperwork and draft minutes of the last meeting – you should receive these at least three days in advance
- Collect any extra information you might need
- You should know from the agenda, exactly what is to be discussed
- If you want an item on the agenda, let the clerk know in plenty of time
- Examine planning applications and visit the sites if necessary to gather information
- If you cannot attend, let the clerk know, and give the reason for non-attendance

Sound Rules of Engagement

- Enter into debates enthusiastically
- Give freely of your experience
- Your point of view is important
- Only one person should talk at a time. Avoid private conversations whilst someone else is speaking
- Be patient with other councillors and appreciate the other person's point of view
- Defer to the Chair

A good debate demonstrates that you have considered all the options and heard different points of view before making a decision.



During the Meeting

- Stick to the agenda – don't discuss anything else
- There should be not matters arising' or any other business' as any topics discussed under these headings will not have been notified to the public in advance
- Declare any personal interest; if you consider it prejudicial you must leave the room for that item
- All discussion must be through the chairman
- Treat everyone with courtesy
- Try to keep to a timetable – no meeting should take longer than two hours
- Cheques should be signed by two councillors but the whole council should know exactly what is being spent
- Make a note of any actions you are requested to carry out
- Follow the rules i.e. your standing orders

After the meeting & between meetings

- Carry out any actions you have promise
- Keep up to date with new developments by reading relevant literature, such as the BMKALC Website
- Attend Training events
- Read correspondence sent to the council
- Look at planning applications
- Inform the clerk re minor matters such as faulty street lighting