

Useful Tips on Being a Community Councillor

When deciding to work in, and with, your local community, it is helpful to know the benefits and the responsibilities that come with the type of organisation you decide to become. This poster provides you with a list of the Responsibilities and Benefits of being a Community Council.

The Responsibilities That Come with Choosing to be a Community Council



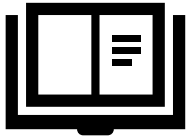
You will have to produce agendas *prior* to meetings and minutes *following* them which must be sent to the Council and displayed throughout your local area



You have a statutory duty to represent the views of your community – so you'll need to know which methods are most appropriate and then ask them for their views



You must have five meetings and an Annual General Meeting every year, all of which must be publicly accessible



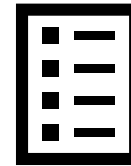
You must abide by D&G Councils Scheme for the Establishment of Community Councils - basically it's "rule book" - and will also observe the Code of Conduct for Community Councillors



You will need to arrange suitable insurance for any community events you hold



You must be even-handed and willing to deal with complaints by adhering to the independent complaints handling procedure detailed in the Scheme for the Establishment of Community Councils



You will need to register with the Information Commissioner's Office to keep and handle data - including members details



You must abide by prescribed deadlines to produce agendas, minutes, changes of membership



You must elect people to be office bearers and they will be expected to have their names and addresses publicised locally and on D&G Council's website



You must meet the rules for being a Community Council Member (be over 16, live in the CC area and be named on the current register of electors)

The Benefits of Choosing to be a Community Council



You will automatically become a statutory consultee and will be asked about planning matters, licensing issues and other local matters by the Council and other agencies



You will get free training about how to run your meetings and will be updated with the information you need to run your Community Council effectively and efficiently



D&G Council shall endeavour to make contributions towards the expenses of Community Councils where possible e.g. administrative costs, volunteer expenses etc



Where they exist, you will be able to join your local Federation or Network of Community Councils to share ideas, issues and knowledge with similar Community Council's in your area



You may be asked to administer wind-farm benefits if you have a windfarm in or near the area your Community Council represents



The Council will handle the arrangements for Community Council elections every time they are due



The Council will deal with any changes to the Community Council boundary once you have made them aware of the need for a change



You don't have to do all the work yourselves – you can appoint Co-opted and Associate Members; establish sub-groups or working groups to help to get things done



As you will be nominated by somebody from your community and will be formally elected, you will be a member of a democratically elected organisation and represent the grass roots of local democracy

For further information about Community Councils in Dumfries and Galloway, please contact:

Community.Councils@dumgal.gov.uk