

## Handout Three: CiLCA Portfolio Topic One

### Sample format for responses

#### **The clerk**

The clerk is the proper officer (1) of the council to whom all correspondence is addressed and who implements the decisions of the council and provides independent, objective and professional advice, information and administrative support to the council. The clerk records minutes in a book (2) which are a formal record of the decisions of the council. The clerk prepares and circulates and displays agendas in some conspicuous place (3) and signs and sends out the summons to councillors to attend meetings.

(1) LG Act 1972 s. 270

(2) LG Act 1972 Sch 12, para. 41(1)

(3) Public Bodies (Admissions to Meetings) Act 1960, s.1

#### **Councillors as individuals**

A councillor is elected for a term of 4 years and they must meet the qualification criteria (1)

Every parish councillor, before or at the next meeting after his election (unless the council at the first meeting permits at a later meeting fixed by the council) must make in the presence of some member of the council or the proper officer a declaration of acceptance of office in the form prescribed (2) which includes an undertaking to observe the council's code of conduct (3).

(1) LG Act 1972 s72

(2) LG Act 1972 s. 83 (4)

(3) L G Act 2000 s 52 as amended Localism Act 2011 s30 (3) and s 235(2)