

# Wickham Market Parish Council Essentials: Brief 4 – New Councillor’s Guide



## First steps (first 28 days)

- Sign a Declaration of Acceptance of office form in the presence of the Clerk (Proper Officer)<sup>1</sup>
- Enter your register of interests at<sup>2</sup>: <https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1>
- Come to the meetings. If you can’t come, send your apologies. If you miss all meetings within a 6 month period you automatically vacate office and are no longer a member.<sup>3</sup>

## Understand<sup>4</sup>

**Code of Conduct**<sup>5</sup>, it’s only four pages and includes declaration of interests at meetings. It can be found under “Parish Council Documentation” <http://wickhammarket.onesuffolk.net/assets/Governance-Documents/Suffolk-Code-of-Conduct.pdf>

## Essential Documents

- **Schedule of Meetings:** WMPC normally meet on the 3<sup>rd</sup> Monday every other month at 7pm <http://wickhammarket.onesuffolk.net/assets/Full-Council-Agenda-Minutes-and-documents/WMPC-Schedule-of-Meetings-2021-23.pdf>
- **Standing Orders:** Describe the rules governing how the council operates (22 pages). <http://wickhammarket.onesuffolk.net/assets/Governance-Documents/WMPC.PC.Standing-Orders.18.1.2021.pdf>
- **Financial Regulations:** Describe how the Council manages finances (16 pages) <http://wickhammarket.onesuffolk.net/assets/Governance-Documents/WMPC-Financial-Regulations.pdf>
- **Contact details:** Councillors generally share their email addresses with each other and this is the preferred method of contact. You must not share a councillor’s email address outside the council without permission.
- **Budget:** can be obtained at any time from the Clerk and is provided at every meeting within the Finance Report
- **Minutes:** The official record of what the council does <http://wickhammarket.onesuffolk.net/parish-council/page-172/>

**Parish Council Website:** <http://wickhammarket.onesuffolk.net/parish-council/>

Contains lots of useful information for councillors where you can find:

- Annual Accounts
- Agenda’s and Minutes both current and historical
- Policies and Procedures which contain a range of governance documents and check lists

**The good Councillors guide** gives a great overview and can be downloaded and printed. It is 75 pages long printed on A5 paper. Ask the Clerk for an electronic copy

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<sup>1</sup> Local Government Act 1972, s.83(4)

<sup>2</sup> Localism Act 2011, s.30(1)

<sup>3</sup> Local Government Act 1972, s.85

<sup>4</sup> Localism Act 2011, s.27(2)

<sup>5</sup> Localism Act 2011, s.28(1)