



Redenhall with Harleston Town Council

Information for prospective Councillors

Thank you for expressing an interest in standing as a Councillor for Redenhall with Harleston Town Council to fill the current vacancy(s).

Councillors are the representatives of their communities and give residents a voice in the decisions the council makes. By joining the Council, you can make a difference.

The Council receives most of its funding through the collection of council tax from those residents who live within the parish of Redenhall with Harleston and consequently it is required to be accountable to the electorate for how this money is spent. The Council must conduct itself in accordance with the many relevant statutes including the Accounts and Audit Regulations 2011, the Local Audit and Accountability Act 2014 and the Local Government Act 1972 to name but a few.

Becoming a Councillor provides an opportunity to be informed of many issues facing Harleston and to become involved in the decision making that affects our town. It is a significant time commitment but can be very rewarding. Meetings of Council are usually held on Wednesday evenings throughout the year. There may be requirements for you to attend meetings additional to these to further investigate specific issues. All Councillors are summoned to meetings (i.e. have a duty to attend) and must give apologies in advance if they are unable to attend. Councillors are all volunteers and receive no remuneration apart from any expenses incurred while carrying out Council duties.

Once co-opted or elected, all new Councillors are provided with training, support and advice.

In order to be eligible to become a Councillor, you must be a British, EU or Commonwealth citizen, and 18 years of age or older. You must also meet at least one of the following qualifications on the date of your co-option:

- Be registered as an elector in the parish and continue to be so
- Have lived in the parish or within 3 miles of it for the whole of the previous 12 months
- Have owned land or premises or been a tenant in the parish for the whole of the previous 12 months
- Your main or only place of work has been in the parish for the whole of the previous 12 months

You must not hold a paid office with the council, be subject to bankruptcy restrictions, ; and must not have had a criminal conviction within the last five years which involved a term of imprisonment (including a suspended sentence) of three months or more.

The work our Council does is both exciting and rewarding. An integral part of this work is the job Councillors do to engage with local people, groups and businesses, deciding on the services and projects the Council should take forward, and ensuring services are meeting the community's needs.

The overall structure of local government is a three-tier system – Norfolk County Council (top tier), South Norfolk Council and Redenhall with Harleston Town Council (bottom tier). Although all three Councils work together, they all have their roles and responsibilities, and each is independent of the others.

The Town Council provides the following services:

- Allotments
- Annual accounts
- Bus Shelters
- Car Parks (Bullock Fair and Broad St.)



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- Cemetery
- Christmas Lights/Trees
- Clock tower
- Consultee on matters relevant to the town
- Football pitch
- Grants to voluntary local organisations
- Harleston Community Leisure Facility – community gym and squash courts
- Market Place activities
- Planning Matters (acting as a Statutory Consultee)
- Publicity/Information: Town Guide
- Recreational Ground which includes small children's play area, general play equipment, MUGA, outdoor gym, bike track, bowls green)
- Street cleaning
- Street lighting (approx. 320 columns and lanterns)
- Tennis courts
- Toilets at Bullock Fair Car Park
- War Memorial including liaising with Royal British Legion for Remembrance Day Parade
- Website: <http://www.harleston-tc.gov.uk>

In order to be co-opted as a Councillor you should:

- a. express an interest in becoming a Councillor by email to the Clerk
- b. attend at least three meetings of the full Council to demonstrate a willingness to participate and gain an understanding of what is required of a Councillor
- c. apply in writing to the Council using the prescribed application form, providing such personal details and other information to support your application as you consider appropriate for consideration by the Councillors
- d. attend the meeting of the Full Council at which your application is to be considered

If successful, you will need to sign the Declaration of Acceptance of Office at that meeting. The Registration of Interests Form must be completed within 28 calendar days of election. Both forms are attached for your information. Your term of office will run until the next election for the Council (normally every 4 years)

If you would like any further information, please do not hesitate to contact the Town Clerk, Clare Crane, by email at clerk@harleston-tc.gov.uk or by telephone on 01379 854519.

If you would like to apply to be a Town Councillor, please complete the attached application form and return to

Redenhall with Harleston Town Council
The Memorial Leisure Centre
Wilderness Lane
Harleston
Norfolk
IP20 9DD

If you would prefer to complete the form digitally and submit it online, please contact the Town Clerk, who will send you the form by email.