Lead Councillors

Terms of Reference

Adopted: 02 July 2024
Last approved: 05 May 2026

PURPOSE OF LEAD COUNCILLORS

GENERAL

1. The Parish Council will appoint lead councillors as required.
2. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

POWERS

Standing Orders

30 a The Parish Council may appoint Lead Councillors and specify the functions for which they are responsible

30 b Lead Councillors do not have powers to make financial commitments or take decisions independently of the Council. Their responsibilities are to:

i. Lead focused initiatives related to their nominated area of interest;
ii. Report activities to the full Council and present resolutions for approval as required;
iii. Manage activities agreed by the Council;
iv. Ensure transactions are co-ordinated through the Clerk.

RESPONSIBILITIES

1. To undertake research on behalf of the council.
2. To represent the council on agreed bodies: to give reports on behalf of the council, and receive information on behalf of the council. Any view given must reflect the position of the council.
3. To identify priorities and timescales for actions for approval by full council.
4. To create draft documents and reports for approval by full council.
5. To make recommendations to full council.
6. To carry out activities and actions approved by full council in conjunction with the Clerk.
7. To support the Clerk in their duties linked to the lead councillors' specific functions.

REPORTING PROCEDURE

1. Reports and recommendations to be presented at full council meetings.
2. Draft documents to be presented for comment and approval at full council meetings.