



Abbots Langley  
Parish Council

## The Role of a Parish Councillor

A Parish Councillor's role is a formal and structured role in so far as it relates to the conduct council business. But beyond this, a Councillor's role is about interacting with local residents to understand their needs and concerns, keeping up to date with local events and news, and helping to answer parishioners queries.

Councillors will typically attend a Committee meeting about every 3 to 4 weeks, normally on a Wednesday night at 7:30pm. Ahead of those meetings Councillors need to prepare by reading the previous minutes, following up on any actions and doing any research you need to be better informed about a subject on the agenda. Whilst there is the predictability of the Council meetings, the content of those meetings varies from session to session and by season.

Aside of the formal Council meetings, an average month could see Councillors meeting with local community groups or local government bodies to discuss joint projects or issues that the bodies work together to resolve. Councillor's interactions are driven by the committees they sit on and the projects the Parish Council is working on at that time.

Councillors may also receive emails from Parishioners asking the council to look into a specific issue - this can be anything from planning queries, to concerns about the Parish Council owned / managed open spaces. This type of interaction is a key part of the role and if a Councillor is not sure about something, they can always call on their fellow Councillors and Council Staff for advice on where to direct someone's query.

Some of the most enjoyable aspects of the role involve community engagement - whether that's whether that's attending the Remembrance Services around the Parish, attending events like the Carols concert, or attending a community group lunch or dinner to present an award. Community events provide a great opportunity to speak directly with local residents about what the Parish Council do and get feedback we can respond to.

## Summary of Parish Councillor Workload

Councillors are required, as a minimum, to attend Full Council meetings and be a member of one to two of the Committees. This results in attendance at a meeting approximately every 3 to 4 weeks.

Committee	Typical Frequency	Who Attends
Full Council	Every 8 weeks	All Councillors
Planning & Highways	Every 3 weeks	Members of the Planning Committee
Leisure	Every 8 weeks	Members of the Leisure Committee
Finance & Administration	Every 4 weeks - Oct to Jan (budget planning period) Every 12 weeks - Feb to Oct	Members of the Finance & Administration Committee
Staffing	Every 12 weeks	Members of the Staffing Committee
Review Panel	As required	Members of the Review Panel
Extraordinary Council Meetings	As required	All Councillors / Committee Members

In addition to attending meetings Councillors are expected to:

- Prepare for meetings by reading the previous minutes, following up on any actions and doing any research you need to be better informed about a subject on the agenda
- Meet with local community groups or local government bodies as required to discuss joint projects or issues that we work together to resolve. This will depend what committees you sit on and what projects the Parish Council are working on at the time
- Respond to emails from Parishioners asking the council to look into a specific issue - this can be anything from planning queries, to concerns about open spaces within the parish
- Get involved in community engagement as required - whether that's attending the Remembrance Services around the Parish, attending events like the Carols concert, or opportunities like attending a community group lunch or dinner to presenting an award. Community based events provide a great opportunity to talk directly with people about what the Parish Council do and get feedback that we can respond to
- Where requested, volunteer to represent the Council on the committees of other community organisations e.g. Community Centre Management Committee, Abbots Langley History Society, Abbots Langley Carnival Committee, etc.