

# The Role of a Thame Town Councillor

## Role

Town Councillor

## Ward

Thame South

(you do not need to reside in the Thame South Ward to apply)

## Term of Office

Until May 2027

## Salary

This is a voluntary position. The council can cover expenses, however, please note co-opted Councillors are not eligible for an allowance.

## Responsibilities

- Representing, and being accountable to, all people (including local organisations and businesses) who are resident in the Parish of Thame, this covers the whole of the town of Thame, Thame Park, and the hamlet of Moreton.
- Attending Council, committee and other meetings as required.
- Determining how much money to raise through the council precept in order to deliver Town Council projects and services.
- Determining what services, functions, projects, and events should be delivered by the Town Council. In Thame these include; Play Areas, Parks and Green Spaces, Town Hall, Information Centre, Market, Nature Reserve, Grass Cutting, Bus Shelters, Street Furniture, Allotments, Grants, Fair Management, Christmas Lights Switch-On, and much more.
- Influencing and shaping the town's development through the Thame Neighbourhood Plan and commenting on planning applications.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other councils and agencies.
- Identifying issues and supporting projects which are important to the lives of the residents, such as; Citizens Advice, Red Kite Family Centre, Thame Senior Friendship Centre and Thame Youth Projects.
- Working to improve the quality of life and the environment in line with the adopted Thame Green Living Plan.
- Providing financial and operational support to local sports clubs and community groups.

## About Thame Town Council

- Thame Town Council is a tier of local government formed under the Local Government Act 1894. This tier is the closest to the people of the town and therefore has the greatest potential for identifying, understanding, and addressing the needs of the community.

- Around a third of our Councillors are affiliated with a political party, with the rest standing as Independent. Thame Town Council is not a political council.
- Thame Town Council has sixteen councillors who are all elected every four years. Eight councillors are elected for each of the two wards; Thame North and Thame South. A boundary map can be viewed on our [website](#).
- There are council and committee meetings most Tuesday evenings at 6:30pm. There are also Sub-Committees and Working Groups which often meet during office hours.
- Our committees are: Corporate Governance; Community Services; Planning; Environment & Assets; and Personnel. Each councillor is required to serve on at least two committees.

### The Town Mayor

- The council elects a Councillor to Chair its council meetings, also known as the Town Mayor. The Mayor must have served continuously on the Council for two years in order to be elected to this position. The Mayor also has a civic role representing the town at events and may choose to fundraise for charity. A Deputy Mayor is elected to deputise the chairing of council meetings and attend events in the Mayor's absence.

## Person Specification for a Thame Town Councillor

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>• British or a citizen of the Commonwealth or European Union.</li> <li>• At least 18 years old.</li> <li>• Registered to vote in the area or have lived, worked, or owned property there for at least 12 months before an election.</li> <li>• Able to attend Tuesday evening council / committee meetings.</li> <li>• Able to commit time and effort into the role*.</li> <li>• An interest in, and awareness of, issues and affairs that affect local people.</li> <li>• An understanding and willingness to represent the views of the community.</li> <li>• Able to maintain good working relationships with all Councillors and staff.</li> <li>• Adhere to the Council's Code of Conduct and Civility &amp; Respect Pledge.</li> <li>• Ability and willingness to undertake relevant training.**</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in learning and developing your role in the community.</li> <li>• An understanding of how the council works and the rules governing what a councillor can and cannot do**.</li> <li>• Able to undertake project research.</li> <li>• Good interpersonal skills.</li> <li>• Keen to improve the local environment and quality of life.</li> <li>• Communicates succinctly and clearly, both orally and in writing.</li> <li>• Good reading and analytical skills</li> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, charities, other authorities including District &amp; County councils).</li> <li>• Able to attend evening or weekend events.</li> </ul>

\* Research has shown that councillors put aside on average 3 hours per week, whilst an experienced councillor can commit up to 10 hours per week, this includes, but is not limited to, attending meetings, reading meeting papers, reviewing council documents and attending consultation / community events.

\*\* Full induction training will be provided. Other courses include; Council Law and Procedure, Code of Conduct, Planning, Local Government Finance and Charing meetings.