

## **ROLES, RESPONSIBILITIES AND DUTIES**

### **Council (Corporate Body)**

#### 1. Role

Corporate Body, which is a legal entity separate from that of its members (councillors) and are accountable to their electorate, the auditors and ultimately the courts. It can own land, enter into contracts and be subject to court proceeding.

#### 2. Responsibilities

- As a whole body, for policy and a variety of decisions on issues that affect the local community.
- Has the powers to support, provide, maintain and create some facilities, or they can contribute towards their provision by others. This includes but not limited to: neighbourhood plans, guardianship of common land, public toilets, allotments, litter, community centres, seats and shelters, safety, planning, playing fields, cemeteries, war memorials.
- Standing orders may be made for the basic arrangements relating to the conduct of meetings and making decisions.
- May appoint committees.

#### 3. Duty

- Must hold an annual meeting in every year and hold at least three other (also known as ordinary) meeting during the year.
- Must appoint such officers as it considers necessary for proper discharge of its functions.
- Must appoint a Chair.
- Must protect the health, safety and welfare of their employees and other people who might be affected by their business.
- Must levy or issue a precept.
- Must exercise tight financial controls in respect of their finances and accounts and are required to submit yearly accounts to be audited by an external auditor appointed by the Audit Commission.
  
- To monitor and review council performance in delivering services;
- To represent the council externally however, do not have or cannot be given the powers to make decisions on behalf of the parish council;