

# Make a difference in your community



DO YOU WANT TO  
MAKE A **DIFFERENCE**  
IN PEOPLE'S LIVES?

ARE YOU  
**PASSIONATE** ABOUT  
YOUR LOCAL  
COMMUNITY?

Become a **parish** or **town councillor**  
and make a difference today.



Scan the QR  
code to find  
out more



Local councils and councillors make a big difference to local people's lives. They need to be passionate, open-minded and team players, who are **champions for their communities**.

### **What is expected of a local councillor?**

- Represent their communities' views at council meetings
- Know their area and be aware of issues
- Communicate council decisions that affect the community
- Work with representatives of local organisations, interest groups and businesses

### **How much time does it take up?**

This will vary from council to council. Councils usually meet once a month for the council meeting. Meetings can last from two to three hours, depending on the agenda. There may be actions to take away, and emails/calls to respond to during the week. Time will vary depending on the size of the village/town and how involved the councillor becomes.

You must be 18 years of age or older, and live or work in an area that is served by your local council.

Scan the QR code to find out more or get in touch with your local town or parish clerk for more details.



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## **Guidance on the six-month rule for Councillors**

Section 85 of the Local Government Act 1972 states that

'if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority'.

Attendance as a Member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority."

In relation to apologies that can be accepted to form part of attendance it is key that the following action is taken at the meeting, it is **not** just a case of simply noting the apologies:

- The reason for the absence is to be noted and formally approved at the Parish Council meeting. To enable this, councillors will need to send their apologies along with the reason for their absence before a meeting;
- if the Parish Council approves their reason for absence then this effectively resets the six month rule;
- The approval will need to be minuted; merely noting or accepting the apologies is not enough and the reason for absence cannot be approved retrospectively.

If a councillor has not attended a meeting for six consecutive months, and their reason for absence has not been approved, then they are no longer a councillor and the district council should be informed of the vacancy to start the election or co-option process.

To: Safety Advisory Group

Wed 18/12/2024 10:30

Good morning,

We are writing regarding any proposed events you may be looking to hold in 2025 and beyond to advise of our new procedure for the Safety Advisory Group (SAG).

We have looked to streamline our processes to make it easier for both event organisers and officers of the SAG to navigate what information needs to be submitted and the timeframes required.

We have introduced a scoring system (matrix) which all events coming through the SAG will be assessed against. Careful planning has gone into this matrix to ensure a fair and consistent approach for all events. In addition to the matrix, we have produced an [event notification](#) form. It is the completion of this form which will allow us to score the event against the matrix, and determine whether we will request SAG attendance, document submission only or no SAG involvement.

Going forward please can you kindly complete and submit the event notification form with as much information as you are able to provide. For small scale events involving up to 10,000 anticipated attendance please kindly submit this form three months in advance of the event and for large scale events anticipating over 10,000 in attendance please submit the event notification form at least six months in advance.

If you have any specific queries in relation to the planning of your event then please do, of course, email the [SAG](#).

To assist with your planning, you may find useful information and templates on our [website](#).

We wish you a Merry Christmas and a Happy New Year.

Many thanks

The SAG Team