

ROLE OF THE PARISH CHAIR

THE CHAIR:

- Is a member of the Parish Council and is elected annually
- Has general oversight of all Parish Council business and responsibilities
- Has the authority at meetings
- Is the interface between the public and the Parish Council
- Plans the meeting with the Clerk and ensure that everything on the Agenda is legal
- Briefs themselves and prepares fully for the meeting, including studying all the relevant information
- Is punctual and sets a good example by arriving early to check arrangements, welcome Councillors, members of the public and any visiting speaker
- Is the one to welcome speakers to the Parish Council meeting and make them 'feel at home'
- Calls the meeting to order and declares it open; introduces the standard items on the Agenda; stimulates the exchange of ideas and experience; maintains the meeting and Agenda focus; guides and progresses discussion towards achieving the objectives; manages conflict; and enforces rules of procedure
- Presides over and controls Parish Council meetings, keeping discussions to the point and ensures that all Councillors have the opportunity to speak on each Agenda item
- Ensures compliance with Standing Orders, financial regulations, council policies
- Remains impartial and not guide Councillors to his/her desired decision
- Has the casting vote in any split decision
- Ensures that any decision taken by the Parish Council is clear for the Clerk to act upon
- Acts as a representative of the Parish Council at civic and local events
- Attends meetings at North West Leicestershire District Council and Leicestershire County Council pertaining to the business of the Parish Council.