

BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Parish Council
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Bucklesham Parish Council's Quick Reference Guide

New Councillor's Guide

First steps (first 28 days)

- Sign a Declaration of Acceptance of Office form in the presence of the Clerk (Proper Officer)¹
- Enter your register of interests at²: <https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1>
- Come to the meetings. If you can't come, send your apologies. If you miss all meetings within a 6 month period without sending apologies or having those apologies accepted, you automatically vacate office and are no longer a member³

Understand⁴

Code of Conduct⁵, includes declaration of interests at meetings. It can be found under "Parish Council Documentation" [Local Government Association Model Councillor Code of Conduct 2020 \(suffolk.cloud\)](#)

Essential Documents

- **Schedule of Meetings:** BPC normally meet on the 1st Wednesday every other month at 7pm in the Bucklesham and Foxhall Village Hall [Schedule of Meetings \(suffolk.cloud\)](#)
- **Standing Orders:** Describe the rules governing how the Council operates (22 pages) [Standing Orders – September 2021 \(suffolk.cloud\)](#)
- **Financial Regulations:** Describe how the Council manages finances (16 pages) [Financial Regulations - September 2021 \(suffolk.cloud\)](#)
- **Contact details:** Councillors generally share their email addresses with each other and this is the preferred method of contact. You must not share a Councillor's email address outside the Council without permission
- **Budget:** can be obtained at any time from the Clerk and is provided at every meeting within the Finance Report
- **Minutes:** The official record of what the Council does [Minutes \(suffolk.cloud\)](#)

¹ Local Government Act 1972, s.83(4)

² Localism Act 2011, s.30(1)

³ Local Government Act 1972, s.85

⁴ Localism Act 2011, s.27(2)

⁵ Localism Act 2011, s.28(1)

BPC Quick Reference text has been sourced from various accredited training texts, government legislation and BPC own governance documents, as identified in the footnotes.

This is intended to be a summary of Governance and Legislation to support BPC members.

For full details, members can review source documents identified in the footnotes.

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Parish Council Website: [Home \(suffolk.cloud\)](#)

Contains lots of useful information for Councillors where you can find:

- Annual Accounts
- Agenda's and Minutes - both current and historical
- Policies and Procedures which contain a range of governance documents and check lists

The Good Councillors Guide gives a great overview and can be downloaded and printed. It is 75 pages long printed on A5 paper. Ask the Clerk for an electronic copy.

Ruth Johnson

Clerk to Bucklesham Parish Council, November 2022

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