Watlington Parish Council

1 Old School Place

Watlington

Dear new Councillor,

We are delighted that you are now a member of Watlington Parish Council. Thank you in advance for your time and dedication to our wonderful community.

You will find everything you need to know as a new Councillor in this pack. We have tried to keep it as brief as possible, but as you will see there isn’t much that is brief when it comes to local government!

We have included a full list of governance documents, policies and procedures but only included hard copies in this pack of those documents that are the most pertinent to a new Councillor. If you wish to see a copy of any documentation you can download it from our website or request a copy from the Parish Clerk, Kristina Tynan. To download the files from our website you will need to login using [www.watlington.org/login](http://www.watlington.org/login) using a password that Kristina will be able to give you.

If you have not already, you will be introduced to the other 13 council members in due course. Watlington Parish Council employs four members of staff including Kristina (30 hours per week). The other members of staff are Rachel Gill, Assistant Clerk (12 hours per week), Christine Wiltshire, Admin Assistant (4 hours per week) and Bob Thomas, Watlington Caretaker (30 hours per week). The Council as a corporate body is responsible for the employment of all staff. You can find more information about these responsibilities in the Good Councillor Guide included in your pack.

The Council owns and maintains a number of buildings and other assets around the town. You can get a good idea of what we manage from the asset register. Much of the management of these assets is dealt with by Operations Committee.

It is extremely important that you read the Code of Conduct and we highly recommend that you attend the Oxfordshire Association of Local Councils (OALC) course on ‘Roles and Responsibilities – Working on your council’ which run regularly throughout the year. The Council will pay for you to attend this course if you wish. Visit OALC’s website [www.oalc.org.uk](http://www.oalc.org.uk) for more information.

All that remains to say is welcome to Watlington Parish Council. We hope that you find being a Councillor a rewarding experience.

Yours faithfully,

Watlington Parish Council