

Welcome to Shottisham Parish Council

This Councillor Welcome Pack has been prepared to support you as you settle into your new role. You will find key information, guidance, and resources to help you understand how the council operates, your responsibilities, and the support available to you.

We hope you find this pack useful, and we look forward to working with you to serve our community.

1. Councillor

- **Roles and Responsibilities:** As a Councillor, you will represent the interests of residents, contribute to local decision-making, oversee the management of local assets and services, and help shape the future of your community. See [Roles and Responsibilities](#)
- **Councillor Contact List:** A list of all current councillors, including their roles and contact details, to help you connect and collaborate with your fellow members. See [Shottisham Parish Council](#)
- **Council Website:** Access the council's website for information on meetings, agendas, minutes, policies etc. Access all documents required for [Meetings](#)
- **Register of Interests:** A form for declaring any personal or financial interests. You must register your interests within 28 days of becoming a councillor so that the public, council staff, and fellow councillors can identify any potential conflicts of interest. It is your responsibility to keep this register up to date, and failing to submit it within the required 28 days is a criminal offence.
- **Good Councillor Guide:** This is a practical handbook for parish and town councillors. It explains their role, powers, responsibilities, and the basics of running an effective council. All available in the [Good Councillor Guide](#)

2. Key Council Documents

These are some of the essential council documents that you will need to be familiar with, including:

- **Standing Orders:** Rules governing council meetings and decision-making. See [Standing Orders](#)
- **Financial Regulations:** Procedures for handling council finances. See [Financial Regulations](#)
- **Code of Conduct:** Expected standards of behaviour and ethics. See [Councillor Code of Conduct 2020](#)

- **Policies & Procedures, Protocols and Terms of Reference:** All adopted by Shottisham Parish Council are available on the Shottisham Village website. See [Council Documents](#)

3. Council Meetings & Procedures

Meetings are held every two months at the Trust Hall in Shottisham at 7:00 pm. Agendas, supporting documents and draft minutes are circulated prior to the meeting.

A councillor must be summoned to attend a meeting of the full council at least three clear days before the meeting.

Your active participation is encouraged, and you are expected to review documents beforehand.

- **Meeting Schedule & Calendar:** A comprehensive overview of all planned meetings and key dates. See [Meetings](#)

4. Training & Support

- The Council is a member of the Suffolk Association of Local Councils (SALC), a member organisation dedicated to helping local Councils and Parish Meetings perform their duties effectively. With a dedicated page for Councillors at the [SALC Website](#)
- All councillors can be given access the SALC member portal, which provides a wide range of publications and guidance to support you in your role. The Clerk can arrange your access so you can make full use of these resources.
- New councillors are encouraged to attend the “Councillor Basics” induction sessions offered by SALC. The Clerk can book this training for you through the SALC Member Portal.

5. Communication

- **Email:** You will be provided with a Councillor email address, which should be used for all council-related communications during your time as a member of Shottisham Parish Council.
- **Own Device:** Councillors may use their own devices (laptops, tablets, or smartphones) to access council emails, documents, and online resources. Please ensure your devices

are secure, password-protected, and comply with the council's IT and data protection policies. See Shottisham IT policy for further details: [SPC IT Policy 2026](#)

6. Finance & Budgeting

The Council manages a budget funded through the local precept. Councillors have a responsibility to ensure money is spent wisely for the benefit of the community.

- **The Council's annual budget:** This gives an estimated detail of income and expenditure for the year. Look at the [Annual Accounts](#) for further information.
- **Precept:** What the Council plans to spend and the money that is requested from the District Council
- **Bank Reconciliation and finance reports:** These are approved at meetings, and you will see them as part of your agenda pack
- **List of Payments:** These are approved at meetings, and you will see them as part of your agenda pack

7. Useful Contacts

- **Clerk:** Lesley Roberts
Email: clerk@shottisham-pc.gov.uk
Tel: 01394 410581
- **Chair of the Council:** Natalie Brett
Email: natalie.brett@shottisham-pc.gov.uk
Tel: 01394 834232
- **Local District Councillor:** James Mallinder
Email: James.Mallinder@eastsoffolk.gov.uk
- **County Councillor:** Andrew Reid
Email: Andrew.Reid@suffolk.gov.uk

We hope this pack helps you settle into your role. If you have any questions, please contact the Clerk or fellow councillors.