

BRIDPORT TOWN COUNCIL

Town Mayor, Deputy Mayor, Leader and Councillor Job Descriptions

Town Mayor/Council Chairman

The Town Council is required to appoint a Town Mayor - Chairman of the Council - who shall undertake the following functions:

1. As Town Mayor (and nominal First Citizen), to host and lead such civic and ceremonial functions as are required, such as the Remembrance Parade, official visits, civic walkabouts and civic evenings.
2. To represent Bridport and the Town Council at civic and ceremonial events around the region.
3. To represent the Town Council at formal and informal community events as requested (subject to suitability and availability).
4. To wear appropriate regalia when performing these duties (at the discretion of the Town Mayor).
5. To chair meetings of the full Town Council and, if present and with the agreement of the meeting, deputise as chairman of any committee or sub committee, in the absence of both the chairman and vice-chairman.
6. To work closely with the Deputy Town Mayor, Leader of the Council and Town Clerk.
7. The Town Mayor, in consultation with the Leader of the Council, may call an extraordinary meeting of the Town Council at any time (Council Standing Order 3(c)), subject to giving the minimum three days' notice.
8. To report all civic events attended to the full Council.
9. To make an annual report to the Town (Parish) Meeting.
10. If present, to Chair the Annual Town (Parish) Meeting.
11. To call additional Town (Parish) meetings at any time, subject to giving seven days' notice.

Deputy Town Mayor

The Town Council shall also appoint a Deputy Town Mayor - Vice- Chairman of the Council - who shall undertake the following functions:

1. To deputise for the Town Mayor and carry out the functions as set out above and work closely with the Town Mayor, Leader of the Council and Town Clerk.

Leader of the Council

The Town Council may appoint one member to be Leader of the Council, to undertake the following functions:

1. To communicate the Town Council's overall policy, strategic direction and priorities, as agreed by the Town Council.
2. To respond to questions and comments from the media on policy matters, and to be the principal member spokesperson for the Council.
3. To attend pre meetings of the Finance and General Purposes Committee.
4. To work closely with the Town Mayor, Deputy Town Mayor and Town Clerk.
5. The Leader shall be an ex-officio member of every Committee, Sub Committee and Working Group and if so chooses, can exercise the right to vote.
6. To make an annual report to the Town (Parish) Meeting.
7. To undertake line manager duties in respect of the Town Clerk's post, as specified in the Town Clerk's contract, namely signing the Town Clerk's contract on behalf of the Town Council, undertaking appraisal interviews and carrying out duties specified under the grievance procedure, for that post only.

Town Councillor

1. To participate constructively in the government of Bridport Parish.
2. To ensure, with other councillors, that the Town Council is properly managed.
3. To promote the economic, social and environmental well-being of the town.
4. To represent the interests of the ward for which the Councillor is elected and deal with parishioners' enquiries, representations and complaints.
5. To represent the whole electorate when discussing council business and working with outside bodies.
6. To attend Town Council meetings and other Council bodies, to which the Councillor is appointed.
7. To prepare for meetings and be properly informed about the issues to be discussed.
8. To take part in meetings and form sound judgements based on what is best for the town and then abide by majority decisions.
9. To represent the Town Council on outside bodies to which the Councillor is appointed.
10. To abide by the Town Council's Code of Conduct, maintain high ethical standards and uphold the Council's Standing Orders.
11. To represent the Town Council to the community and the community to the Council.