

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



Co-option Person Specification

Personal Attributes	• Be at least 18 years old • Knowledge and understanding of local affairs and the local community
Experience, Skills, Knowledge and Ability	• Contactable (email preferred) • An interest in local matters • Willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions • Ability to communicate succinctly in written or verbal form • Willingness to work closely with other members and maintain good working relationships with all members and staff • Willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils, Principle authority, charities etc) • Willingness to undertake induction training and other relevant training (majority online) Desirable: • Experience of working or being a member of a local authority or other public body • Experience of working with voluntary and or local community/interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities
Circumstances	• Ability to prepare and attend for meetings of the Council (usually Tuesday evenings) Desirable: • Willingness to attend or contribute to meeting of other local authorities and local bodies (various days and times)