



TICKHILL TOWN COUNCIL

Governance Structure

Town and Parish Councils are the first level of local government and are made up of democratically elected representatives. They provide communities with a democratic voice and a structure for taking community action.

Governance Statement for Tickhill Town Council

Tickhill Town Council is made up of 9 elected or co-opted members who are re-elected every 4 years, supported by 4 staff members, all of whom work in service to the community. The councillors serve voluntarily, dedicating their time and expertise to ensure the wellbeing and progress of Tickhill. The Council holds a full meeting once a month at The Pavilion on Tithes Lane, and in addition, there are various working parties, committees, and collaborations with third parties for specific projects that contribute to the ongoing development of the town.

Each meeting typically lasts for two hours, with the first 15 minutes dedicated to allowing members of the public to raise any concerns or questions they may have. This practice reflects the Council's commitment to transparency and community involvement in local governance.

The Council was established in 1974 to provide local input following the transfer of public services to Doncaster Council. Since then, it has been responsible for making decisions that affect the wellbeing of the local community, managing resources, and ensuring that necessary services are effectively delivered to residents.

The work of the Council is supported by the Clerk to the Council (Proper Officer), who is responsible for handling legal matters and implementing the resolutions passed by the Council. This structure ensures that the decisions of the Council are carried out in a timely and legally compliant manner, fostering trust and accountability in local governance.

Tickhill Town Council plays a crucial role in ensuring that the needs and concerns of the local community are addressed, and it works collaboratively to achieve a positive and thriving environment for residents.

KEY ROLES:

1. CHAIR OF TICKHILL TOWN COUNCIL

- **Role:** The Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the council and, assisted by the clerk, guides activities by managing the meetings of the council. The Chair is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chair summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

Their first vote is a personal vote as a member of the council. If there is a tied vote, the Chair has a second, casting vote

- **Responsibilities:**
 - Plans the formal council meetings with the Clerk. The Chair cannot decide which items should appear on the agenda for meetings, the Clerk is responsible for the agenda, apart from extraordinary meetings.
 - The chair calls the meeting to order, ensures the meeting is quorate, introduces agenda items, and ensures all members have a chance to express their views.
 - They preserve order, confine discussions to the agenda, and ensure the meeting adheres to standing orders and financial regulations
 - The chair who presides at the meeting has the responsibility to sign the minutes as a true and accurate record
 - The Chair as a casting vote

2. DEPUTY CHAIR

- **Role:** Assists the Chair and steps in when the Chair is absent.
- **Responsibilities:**
 - Takes over Chair responsibilities in their absence.
 - Ensures continuity of governance.

3. COUNCILLORS

- **Role:** Elected and co-opted members are responsible for making decisions at formal meetings of the council and providing oversight. A councillor must not act alone on behalf of the council and has no power to make any decisions without the resolution of the Council.
- **Responsibilities:**

- Attend and participate in council meetings.
- Provide input into decisions and policies affecting the town.
- Engage with the local community to understand their needs.
- Serve on committees and subcommittees as required.
- Undertake research on projects as required and report findings back to the Clerk.

4. STAFF MEMBERS.

There are currently four staff members: The Clerk (Proper Officer), Responsible Finance Officer (RFO), Administration Support Officer and the Lengthsman.

CLERK TO TICKHILL TOWN COUNCIL (RESPONSIBLE OFFICER)

- **Role:** The Clerk acts as the main administrative officer and legal advisor to the council and is responsible for managing council activities, providing administrative support, ensuring compliance with legal and financial regulations and ensuring the resolutions of the council are carried out lawfully. The Clerk is also responsible for managing other council staff.
- **Responsibilities:**
 - Prepares agendas, minutes, and other documentation for meetings.
 - Ensures legal and statutory compliance.
 - Ensures the council's obligations for risk assessment are properly met
 - Manages council correspondence and communications.
 - Ensures the resolutions of the council are carried out.
 - Manages other members of staff

The full job description and specific responsibilities are detailed in the separate Clerk Job Description.

RESPONSIBLE FINANCE OFFICER (RFO)

Every local council, including town and parish councils, must appoint an RFO, as mandated by the Local Government Act 1972, Section 151.

- **Role:** Reporting to the Clerk, the Responsible Finance Officer (RFO) is legally responsible for the council's financial administration, ensuring compliance with regulations and proper practices, and advising on financial matters.
- **Responsibilities:**

- Prepares and monitors the budgets
- Balance and reconcile the councils accounts and prepare them for approval and signature at the monthly council meetings
- Prepare records for audit purposes
- Ensure compliance with VAT regulations
- Prepare financial reports for the council and its committees
- Ensure bad debtors and historical debts are pursued according to council policy

The full job description and specific duties are detailed in the separate RFO job description.

ADMINISTRATION SUPPORT OFFICER

- **Role:** Under the direction of the Clerk, the administration Support Officer assists the Clerk in daily operational functions of the council, including community outreach, event coordination, and management of the Pavilion and hirers.
- **Responsibilities**
 - General administration duties as required
 - Distributing the required legal notices such as planning, road closures etc as requested by the Clerk and ensuring public access to such information
 - Managing the council's website and social media platforms
 - Managing the hirers of the pavilion and the tennis courts, communicating regularly and ensuring all hirer paperwork is up to date.

The full job description and specific duties are detailed in the separate Admin Support Officer job description.

LENGTHSMAN

- **Role:** Under the direction of the Clerk, the Lengthsman is responsible for general maintenance.
- **Responsibilities**
 - Litter picking throughout the town centre.
 - Weekly testing and recording of the pavilion fire alarm system
 - General maintenance duties at the pavilion as agreed by the council and the clerk.

5. DECISION-MAKING STRUCTURE:

- **Formal Council Meetings:** Held monthly or as needed. The Chair leads the meetings, with input from all councillors. The Clerk prepares the agenda and takes the minutes. An extraordinary meeting may be called by the Chair to deal with a specific matter that requires a resolution before the next formal meeting of the council.
- **Committees/Subcommittees:** Councillors may be assigned to specialized committees (e.g., finance, planning, events). Committees are advisory in nature and make recommendations to the full council. The committees are governed by and must abide by the Term of Reference.
- **Decision Making:** Decisions are made by majority vote. The Chair has a casting vote in case of a tie.

5. Communication Flow:

- **Staff to Councillors:** The staff provide reports and updates to the Clerk who circulates this to Councillors in the Clerk report at the council meeting or via email as is required. Staff are primarily responsible for implementation, while councillors provide research, governance and oversight.
- **Council to Public:** Information about decisions and activities is communicated through public meetings, newsletters, the public notice board, social media and the Tickhill Town Council website.

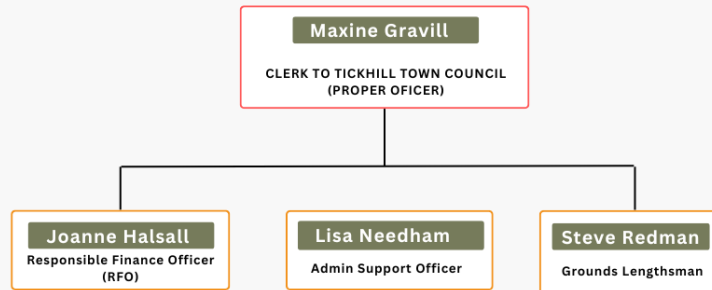
6. Accountability and Reporting:

- **Annual Review:** The council will hold an Annual meeting of the Council at which it will assess its performance and set priorities for the upcoming year.
- **Financial Accountability:** The Council will publish its accounts on the website following approval at the monthly meeting
- **Public Engagement:** The council holds formal meetings once a month, where the first 15 minutes of the meeting is dedicated to members of the public to raise any questions and concerns. These do not need to be addressed at the meeting, but will be answered directly to the resident via the Clerk or at the following meeting, depending on the nature of the concern.

This structure allows for effective decision-making, transparency, and accountability within the parish council.



ORGANISATION CHART



Date of policy: April 2025

Approving committee: Full Council

Policy effective from: 22nd April 2025

Date for next review: As required