



Cavendish Parish Council About Us

Who are our Parish Councillors?

Parish Councils are the smallest unit of local government and the closest to their electors. Councillors are elected and work to support and improve the area they represent. Cavendish Parish Council has 7 councillors. Councillors are elected for a period of four years. The next election will take place in 2021.

Title	Name
Chair	Malcolm Halliday
Councillor	Nicky Welch
Councillor	Edward Gittins
Councillor	Danny Rowe
Councillor	Mark Freeman
Councillor	Annette Williamott
Councillor	Vacancy

Register of Interest forms can be viewed on the [West Suffolk Council](#) website.

Do councillors get paid?

No, councillors are volunteers though they can claim travel expenses if they attend meetings outside the parish.

Why do people become councillors?

People usually become councillors because they care about their community and want to give something back.

How often does the Parish Council meet?

The Council meets every two months in January, March, May, July, September and November. Meetings usually take place on the second Wednesday of these months. Additional planning meetings may be held if planning applications come in between meetings. Occasionally extraordinary meetings may also be called if there is an issue which needs to be dealt with between meetings.

There is also an Annual Parish Meeting which usually takes place in May. This is an open meeting for all electors of Cavendish and an opportunity to ask questions relating to village affairs.

What does the Parish Council actually do?

The Parish Council is responsible for setting the precept. This is money that the Council receives to cover the cost of the services it provides and any staff costs. The precept is one element of the Council Tax householders pay. The Council employs a clerk to oversee its day to day affairs.

The Council is consulted on planning applications within the village

The Council is responsible for some property in the village including the Memorial Hall, the village sign, the phone box, the dog bins, the grit bins and the defibrillator which has been installed on the Memorial Hall.

It is also the responsibility of the Council to make sure that the Green and other public areas are maintained. The Council employs a local contractor to cut the grass on the Green and other public areas.

The Council manages and maintains the cemetery.

The Council provides allotments for village residents.

The Council insures and maintains the war memorial.

The Council maintains the village pond (The Waver)

The Council acts as a link with other local government organisations like West Suffolk District Council and Suffolk County Council. Any problems in the village such as blocked drains, potholes or faulty street lights are reported by the clerk.

The Council has its own page on the village website to provide information about the Council, its meetings and useful contacts.

What is the clerk's role?

The role of the clerk is extremely varied. The clerk manages the day-to-day affairs of the Council including the Council's financial affairs. Responsibilities include organising meetings, dealing with correspondence and acting as a point of contact for members of the public and other organisations. The clerk may also carry out functions formally delegated by the Council, such as reporting highways or rights of way issues. The clerk provides impartial advice and guidance to councillors to enable them to make decisions and to ensure that current legislation is complied with. The clerk also researches matters brought to the attention of the Council and ensures that all the information required by councillors is made available to them.

What happens at meetings?

Parish Councils make decisions on a variety of issues including finance, planning, highways and rights of ways issues. All decisions have to be minuted to provide a true and accurate record of the meeting. Once the minutes have been approved they are signed by the Chairman and cannot be changed.

How can I find out the dates of meetings?

Dates of meetings are set well in advance and publicised in the village magazine and on the village website. They are also posted on the Parish Council's noticeboard.

Could the agendas be published in the village magazine?

No. Agendas are usually only published 3 working days before meetings and are advertised on the Parish Council's notice board and on the village website. Only matters which have been included on the agenda can be discussed at meetings, which is why agendas are not published too far in advance.

Can members of the public attend meetings?

Yes. Parish council meetings are open to members of the public but they are not allowed to address the Council during the meeting. The Council holds an Open Forum at the start of each meeting to give residents an opportunity to talk to councillors about any items on the agenda or any concerns they may have. 15 minutes is set aside at the start of each meeting, though this can be extended if necessary.

What if I want to become a councillor?

Do you want to support your community and help to improve it? Are you prepared to work with other councillors to make decisions? Are you able to be objective and represent the needs of the whole community? If you want to become a councillor, let the clerk know so that she can contact you if a casual vacancy arises because a councillor has resigned or put your name forward at the next elections. Elections are advertised on the Parish Council notice board, website and in the village magazine.