

Council Duties

Duty

Elect a Chairman

Appoint a Proper Officer

Appoint a Responsible Financial Officer

Appoint an Internal Auditor

Hold a minimum of 4 meetings a year (this includes the Annual Meeting of the Council, held in May)

Adopt a Code of Conduct

Provide allotments if demand unsatisfied and if reasonable to do so

Councils with annual turnover below £25,000 must publish certain information such as annual accounts, notice of meetings, agendas, end of year accounts, internal audit report, annual governance statement, list of councillor responsibilities and details of public land and building assets

Councils with annual turnover exceeding £200,000 are expected to follow the Local Government Transparency Code for Larger Authorities

Comply with relevant legislation to fulfil obligations as a public body with regards to crime and disorder

Comply with relevant legislation to fulfil obligations as a public body with regards to conserving biodiversity

Comply with relevant legislation to fulfil obligations as a public body to provide information to the public

Comply with relevant legislation to fulfil obligations as a public body relating to data handling

Comply with relevant legislation to fulfil obligations as a public body with regards to equality

Comply with the relevant legislation to fulfil obligations as a public body with regards to human rights

Carry out duties in respect of parochial charities

Comply with the relevant legislation to fulfil obligations as an employer

Legislation

Local Government Act 1972 s.15(1)

Local Government Act 1972 s.270

Local Government Act 1972 s.151

The Accounts and Audit (England) Regulations 2011/817 reg.6(3)

Local Government Act 1972 sch. 12 s.8(1)

Localism Act 2011, s.27(2)

Small Holdings and Allotments Act 1908, s.23

Transparency Code for Smaller Authorities 2015

Local Government Transparency Code 2015

Crime and Disorder Act 1998, s.17

Natural Environment and Rural Communities Act 2006, s.40

Freedom of information Act 2000, sch.1, Pt. II, para. 7

Data Protection Act 2018, s.7 The UK General Data Protection Regulation

Equality Act 2010, s.149 Equality Act 2010, Sch. 19

Human Rights Act 1998, s.6

Charities Act 2011, ss.298-303

Employment Rights Act 1996 Equality Act 2010 Health and Safety at Work Act 1974 Human Rights Act 1998 Data Protection Act 1998 Working Time Regulations (1998) and the Working Time (Amendment) Regulations 2007