



Becoming a Newport Town Councillor offers a unique and rewarding chance to make a real impact at the very heart of your community. You'll be a vital voice for local residents, helping shape decisions and driving improvements that enrich daily life for everyone in Newport. This is not just an opportunity to give back, but also to grow your own skills in leadership, teamwork, and problem-solving. While the role is incredibly fulfilling, it comes with a genuine responsibility to stay informed, collaborate constructively, and dedicate time to meetings, training, and public engagement. If you're passionate about making a difference and ready to step up to a meaningful challenge, this is your chance to help shape Newport's future and leave a lasting positive legacy—while developing new connections and experiences along the way.



Newport Town Councillor Recruitment Pack

Based on guidance from One Voice Wales and the Good Councillor's Guide (<https://www.gov.wales/sites/default/files/publications/2022-08/good-councillors-guide-2022.pdf>)

Role Overview

Newport Town councillors hold public office and are part of the local government structure carrying out statutory duties. Becoming a Newport Town Councillor is a unique opportunity to make a real difference for Newport. Councillors are the lowest tier of government and closest to the public, and play a vital role in representing local interests, shaping services, and improving the quality of life for all residents.

Key Responsibilities

- **Representing Your Community:**

Bring local issues to the council's attention and help make decisions on behalf of all residents., creating a sense of belonging by all. Councillors must represent the interests of the whole community, ensuring that different groups (young people, elderly, disabled, etc.) are heard and considered. Councillors have a responsibility to be well-informed, especially about diverse local views and cannot assume that they represent the interests of all local electors without consulting them.

- **Decision Making:**

Participate in council meetings, contribute to debates, and vote on decisions that affect your area. Councillors work together as a team to set policies and priorities, manage budgets, and oversee the delivery of local services^[1].

- **Community Engagement:**

Consult with residents to understand their needs and aspirations. Councillors are expected to be approachable, listen to concerns, and communicate council actions and decisions clearly^[1].

- **Oversight and Accountability:**

Ensure the council operates legally and transparently. This includes understanding and following rules on finance, employment, and public conduct^[1].



- **Working with Others:**

Collaborate with fellow councillors, the council clerk (who provides professional advice and administrative support), with other organisations, and work closely with County Councillors to deliver services and projects and the best deal for local residents. Representatives on other bodies are appointed by the Town Council, remain accountable to the council, and must report back on a regular basis

Commitment Required

- **Time:**

We would expect Councillors to attend regular council meetings at the very least, participate in committees or working groups, and represent the council at community events or external meetings if required. Preparation for meetings by reading agendas and reports is essential. Newport Town Council holds at least two meetings per month: Full Council and Planning. It holds a regular Budget and Finance meeting and various sub-committees. There may be one meeting per week at busy times.

- **Learning:**

Be willing to undertake training and keep up to date with changes in local government and community needs. The council and One Voice Wales offer ongoing support and development opportunities.

- **Teamwork:**

Work constructively with people of different backgrounds, interests, and skills. Respectful communication and a willingness to compromise are key.

What You Gain

- **Personal Satisfaction:**

Make a positive impact on your area and see tangible improvements in local facilities, services, and community spirit.

- **Skills Development:**

Gain experience in leadership, negotiation, public speaking, problem-solving, finance, and project management.



- **Networking:**

Build connections with local people, organisations, and other tiers of government.

- **Recognition:**

Although the role is voluntary, some Councils offer small annual payments or allowances for expenses, as determined by the Independent Remuneration Panel for Wales.

Remuneration

- There is mandated basic payment of £150 per year as a contribution to costs and expenses for Council members. Further allowances which the Town Council may make are:
 - contributions towards costs of care and personal assistance;
 - travel and subsistence costs for attending approved duties both within and outside the area of the Council; and
 - compensation for financial loss
 - up to £500 a year for up to five Councillors with specific responsibilities

Individual Councillors may decline to receive part, or all, of the payments, which are raised through the precept

Who Can Apply to be a Newport Town Councillor?

- Anyone over 18 who is a British national, or a qualifying citizen of the Commonwealth or EU, and meets residency or work criteria in the area^[1].
- No previous experience is needed—just a desire to help your community and a willingness to learn.

Next Steps

If you are passionate about Newport and want to help shape its future, consider standing for election or co-option as a Town Councillor. For more information, contact Newport Town Council Clerk on npclerk@newport-pembs.co.uk, or visit the One Voice Wales website.

<https://www.onevoicewales.wales/> (One Voice Wales is the national representative body for community and town councils in Wales)



Job Description: Newport Town Councillor

Role Purpose

A Newport Town Councillor is an elected or co-opted volunteer who represents the interests of the local community at the lowest tier of local government in Wales. Councillors work collectively to improve the quality of life for residents, influence local decisions, and help deliver and oversee community services and amenities.

Key Responsibilities

- Represent the Community:**
Act as a voice for all residents, bringing local issues and concerns to the council's attention and helping to make decisions on behalf of the community.
- Attend and Participate in Meetings:**
Prepare for, attend, and contribute to regular council meetings, committees, and working groups, ensuring decisions are made openly and democratically.
- Community Engagement:**
Consult with residents, community groups, and businesses to understand diverse needs and promote involvement in council activities.
- Decision-Making and Oversight:**
Help set council policies and priorities, oversee budgets and spending, and ensure that the council operates within legal and ethical boundaries.
- Work as Part of a Team:**
Collaborate constructively with other councillors, the council clerk, and external partners to deliver effective services and projects for the community.
- The Playing Field Charity Committee**
All councillors are automatically trustees of the Playing Field Committee, which manages the charity that owns recreational land in Newport.

Commitment Required

- Willingness to dedicate time to attend meetings, prepare by reading agendas and reports, and participate in council business and community events.



- Openness to ongoing training and development to stay informed about local government and community needs.
- Commitment to act impartially, respect confidentiality, and uphold the council's code of conduct.

What You Gain

- Personal satisfaction from making a positive impact on your local area.
- Development of valuable skills in leadership, communication, teamwork, and decision-making.
- Opportunities to build relationships with local residents, organisations, and other tiers of government.
- Eligibility for allowances or reimbursement of expenses, as determined by the council and the Independent Remuneration Panel for Wales.
- While community councillors in Wales are not considered formal volunteers, they are also not paid a salary for their work. Although they are unpaid, they are entitled to receive an allowance and expenses to cover costs associated with their duties.

Who Can Apply

- Anyone aged 18 or over who meets the legal residency or work criteria for Newport ward or within 3 miles of it: either be registered to vote in Newport; have lived there for at least the past 12 months; worked there for the past 12 months; or have owned property there for the past 12 months.
- No prior experience is required, just a commitment to serve and a willingness to learn.

Extracted and summarised from the Good Councillor's Guide and One Voice Wales guidance.



Code of Conduct for Councillors

What is the Code of Conduct?

The Code of Conduct is a set of rules set by the Welsh Senedd that all councillors in Wales must follow. It is designed to make sure councillors act honestly, fairly, and in the best interests of the public.

When Does the Code Apply?

Councillors must follow the Code whenever they:

- Attend council meetings or conducting council business
- Act as a Councillor or give the impression they are acting as one
- Represent the council on other bodies or organisations

Key Principles and Behaviours

- **Equality and Respect:** Treat everyone equally, regardless of gender, race, disability, age, religion, or sexual orientation. Show respect and consideration for others. Bullying or harassment is not allowed.
- **Confidentiality:** Do not share confidential information unless you are allowed or required by law.
- **Integrity:** Do not use your position to benefit yourself or others unfairly. Do not use council resources for personal or political purposes.
- **Accountability:** Always act in a way that would not bring the council or your position into disrepute. Report serious wrongdoing by others.
- **Transparency:** Be open about your personal interests, especially if they might affect your decisions as a councillor. Declare these interests at meetings and in writing when required.
- **Impartiality:** Make decisions fairly and based on the facts, not personal bias. Avoid situations where your judgement could be questioned.

Personal and Prejudicial Interests

- You must consider if you have a personal interest in any council business (for example, if it affects you, your family, or close associates).
- If you do, you must declare it at meetings and sometimes not take part in discussions or votes if your interest could be seen as prejudicial (meaning it could affect your ability to act in the public interest).

**Gifts and Hospitality**

- Do not accept gifts, hospitality, or benefits that could make people think you are under an improper obligation.

Legal and Financial Responsibilities

- Follow the law and council rules for claiming expenses and allowances.
- Use council resources responsibly and only for official duties.

Reporting and Cooperation

- Report any criminal behaviour or breaches of the Code by others.
- Cooperate with investigations by the council's monitoring officer or the Public Services Ombudsman for Wales.

This summary covers the main points of the Code of Conduct, helping councillors understand what is expected of them in their role. However, attention must be paid to the full code of conduct which can be found on the Newport Town Council website:

<https://newport-pembs.co.uk/wp-content/uploads/2025/05/GDC03-TC-Members-code-of-conduct-2013-1.pdf>

Other useful information can be found at:

<https://www.gov.wales/sites/default/files/publications/2022-08/good-councillors-guide-2022.pdf> Pages 19-22

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