**The named council: ……..**

**The council**

Role A summary or overview of the role[[1]](#footnote-1)

Legal basis The legal reference for the council’s existence

Responsibilities What is the council responsible for?[[2]](#footnote-2)

Duties What must the council do by law?[[3]](#footnote-3)[[4]](#footnote-4) (Two duties[[5]](#footnote-5))[[6]](#footnote-6)

**The clerk**

Role

Legal basis

Responsibilities

Duties

**The chairman**

Role

Legal basis

Responsibilities

Duties

**A councillor**

Role

Legal basis

Responsibilities

Duties

**The RFO**

Role

Legal basis

Responsibilities

Duties

1. Type in your legislation here [↑](#footnote-ref-1)
2. Local Government Act 1972 s151 [↑](#footnote-ref-2)
3. Type our legislation [↑](#footnote-ref-3)
4. The Local Government Act 1972 s151 [↑](#footnote-ref-4)
5. These legal references can be inserted as footnotes. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)