



## AS A COUNCILLOR, YOU WOULD NEED TO:

- Respond to queries from your community and investigate their concerns
- Communicate Council decisions that affect your community
- Listen and be a voice of your community
- Know and work with representatives of local organisations, interest groups and businesses
- Attend meetings
- Attend ceremonial functions
- Assist the Council in creating strategies and policies to enable it to achieve the vision for the area whilst ensuring good governance
- Consider your own personal strengths and skill sets and how you could offer to apply these to be of benefit to the Council

We recognise that councillors will come from all walks of life and as such, will have varying amounts of time that can be committed to their Council duties. If you are unsure about the commitment required and how you could balance this, it is recommended to reach out and speak to a current councillor, who can talk to you about their experiences and hopefully answer any questions you may have.

# BECOME A TOWN COUNCILLOR

## INFORMATION AND FACTS SHEET

### THE ROLE OF A COUNCILLOR

Many people's impression of what a councillor does is just attending meetings. Whilst this is an important part in the decision-making process that enables the Council to be operational, it is just part of the role. Another key part is the ordinary day-to-day contact with local people and businesses that councillors experience in their own community.

Councillors are elected to consider the information gathered and make a group decision. No one councillor is responsible for any single decision or taking actions on behalf of the Council. Seaford Town Councillors are not paid (although can claim some expenses) but are not only volunteers, they are considered as holders of public office.

### COMMITMENT

As a councillor, there is a level of commitment that is required to carry out your role:

- Attending approx. six Full Council meetings per year (usually Thursday evenings, 7 pm)
- Allocating time to digest and consider all meeting paperwork ahead of the meetings (see the Town Council website for examples of recently issued agendas)
- Engaging with local residents and the community
- Acting in accordance with the Code of Conduct at all times
- Accepting your seat in office until the next ordinary election (there are means of resigning, should this unfortunately be necessary mid-term)

#### (Optional:)

- Choice to sit on a number of the six standing committees, mostly meeting quarterly per year (usually Thursday evenings, 7 pm)
- Choice to join ad hoc working groups established for specific purposes and pieces of work
- Choice to represent the Council with local interest/community groups and other external bodies, ensuring a two-way communication channel

# UNDERSTANDING HOW YOUR COUNCIL WORKS

Municipal services within Seaford are provided by three tiers of Local Government – the County Council (East Sussex), the District Council (Lewes) and the Town Council. While working closely together for the town, each authority has its own areas of responsibility and service delivery. An overview of which authority provides each service can be found on the Seaford Town Council website here: <https://www.seafordtowncouncil.gov.uk/local-council-service>

Seaford Town Council is made up of a small team of council officers and 20 councillors. Councillors are elected by the electorate and look after specific areas (wards) for the period they are elected, usually four years. Officers and councillors work together to lead and manage Seaford Town Council to provide services that improve the lives of local people. This is achieved by regular meetings of the Full Council (the meeting of all councillors) and smaller committee groups (led by elected chairs).

Each year at its annual meeting the councillors elect a Mayor who then serves in office for the municipal year (May to May). The Mayor carries out the role in a non-political manner. There is a Mayor's portfolio to support and help guide the Mayor, this can be viewed here:

<https://www.seafordtowncouncil.gov.uk/wp-content/uploads/2025/04/CC4-Mayors-Portfolio-2025-FINAL.doc>

Each Mayor will establish their priorities and interests for their year in office and will work with officers to bring these to the role.

## SUPPORT

Support is available from your fellow councillors, some of whom may have served previously. The Town Council also employs a Town Clerk (the chief officer of the Council), Responsible Financial Officer and many other members of staff to ensure the delivery of the decisions and aims of the Council and also support councillors in carrying out their roles.

You would be offered training upon joining and will always be able to seek procedural advice and guidance from officers or your fellow councillors.

## NEXT STEPS

If you're interested in standing for election, the Town Council's latest vacancies can be found here: <https://www.seafordtowncouncil.gov.uk/town-councillor-vacancies-past-elections/>

You can also look to make contact with Lewes District Council, responsible for the local electoral services, and even the current Seaford Town Councillors for any guidance they could offer based on their own election journeys.

## Useful Contacts

### Seaford Town Council

[admin@seafordtowncouncil.gov.uk](mailto:admin@seafordtowncouncil.gov.uk)

[www.seafordtowncouncil.gov.uk/councillors-duties-upcoming-election-information/](https://www.seafordtowncouncil.gov.uk/councillors-duties-upcoming-election-information/)

### Local Government Association

<https://www.local.gov.uk/be-councillor>

[beacouncillor@local.gov.uk](mailto:beacouncillor@local.gov.uk)

**#MAKEADIFFERENCE**

### Lewes District Council

[customer\\_first@lewes-eastbourne.gov.uk](mailto:customer_first@lewes-eastbourne.gov.uk)

<https://www.lewes-eastbourne.gov.uk/article/1412/How-do-I-become-a-councillor>



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Respect**