

MAIDSTONE TOWN COUNCIL

Role Profile: Town Councillor

Voluntary Elected Office | Democratic Mandate | Community Leadership

Maidstone Town Council is a newly established tier of democratic local government, providing residents with the most immediate and accessible form of elected representation. This is a voluntary elected role offering the opportunity to shape the future of Maidstone at the most local level.

ROLE DESCRIPTION

Purpose of the Role

To represent residents within an elected ward, making decisions that shape local services, assets, and civic life in Maidstone. Councillors are the closest democratic link between residents and government, accountable to those who elect them.

Key Responsibilities

- Attend Full Council and committee meetings; contribute to decisions on all matters within the council's remit
- Represent residents across the ward as the most accessible point of democratic contact
- Scrutinise and approve the annual budget and council precept (element of council tax funding the Town Council)
- Make decisions on assets and services transferred to the Town Council, starting with allotments with scope to grow
- Adopt and oversee governance frameworks: Standing Orders, Code of Conduct, and strategic plan
- Comment on local planning applications and contribute to shaping the town's Neighbourhood Plan
- Engage with community organisations, local businesses, and higher tiers of government on behalf of residents
- Champion local priorities: parks, biodiversity, community events, arts and culture, youth services, and sustainability
- Protect and celebrate the historic Mayoralty of Maidstone, an office with nearly 500 years of history
- Act as a bridge between residents and the new Unitary Authority, safeguarding Maidstone's distinct identity
- Build community pride and civic engagement across all wards of the town

PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• Live, work, or study within the Maidstone area• Genuine commitment to serving the local community• Ability to attend evening and occasional weekend meetings• Strong listening and communication skills• Ability to consider evidence and make balanced decisions• Respect for diversity and commitment to equality• Willingness to learn and undertake training as required• Personal integrity and commitment to the Nolan Principles of public life	<ul style="list-style-type: none">• Previous involvement in community, voluntary, or civic organisations• Understanding of local government structures and processes• Experience of representing others or advocating on behalf of a group• Knowledge of Maidstone's communities, history, and local issues• Experience of financial oversight, budgeting, or strategic planning• Digital literacy for accessing council papers and communications• Familiarity with planning processes or neighbourhood planning

COMMITMENT & TERMS

Nature of Role	Voluntary elected office — no salary. Reasonable expenses may apply.
Term of Office	Four years, subject to election by ward residents
Time Commitment	Typically 4–8 hours per month including meetings, casework, and community engagement
Meetings	Full Council meetings plus relevant committee meetings (usually evenings)
Code of Conduct	All councillors must register interests and adhere to the statutory Code of Conduct
Eligibility	Must be 18 or over and meet residency, employment, or other qualifying criteria under the Local Government Act