**The named council:**

**The council**

Role A summary or overview of the role

Legal basis The legal reference for the council’s existence

Responsibilities What is the council responsible for?

Duties What must the council do by law? (Two duties[[1]](#footnote-1))

**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. These legal references can be inserted as footnotes. [↑](#footnote-ref-1)