



Training Session on Functions of Village and Neighborhood Councils

Roles and Responsibilities of Chairperson and Members

INTRODUCTION

This training session was planned to guide our WDC members about their roles and responsibilities mentioned in the Local Government Act 2019 and also to discuss the functions of Village and Neighborhood councils. In the start of this session, we discussed the Vision and objectives that our councillors have for their districts. We discussed the problem areas. By the end of this session, our members were fully aware of the functions and duties and noted what other major things they have to include in their objectives.

Primary functions of village and neighbourhood Council

1- Construction and Maintenance duties;

- Construction, maintenance and repair of public ways including culverts and bridges, ferries and causeways;
- Maintenance of common spaces including their sanitation;
- Buildings for the accommodation of travellers;
- The lighting of public ways and places;
- Sheds for cart, bicycle, rickshaw, and auto stand;

2- Sanitary duties;

- Drinking and domestic water supply including construction, maintenance and repairs of wells, water pumps, ponds, tanks and pipes;
- Planting and preservation of trees and destruction of harmful weeds;
- Burial and burning grounds including disposal of unclaimed dead and carcasses;
- Promotion of hygiene including improved latrines, septic tanks and reduction of open defecation;
- Village sewerage, wastewater collection and treatment;
- Collection and disposal of domestic waste;



3- Health and Education;

- Public health including inoculations and epidemic control campaigns;
- Population welfare, including population control;
- Universal education including measures for school enhancing enrolment and attendance of students, and providing stipends and scholarships;

4- Public Duties;

- Organization and celebrations of public festivals, other than religious festivals;
- Public gardens and public playgrounds;
- Libraries and reading rooms;
- Relief of the poor or the sick;
- Maintenance of public properties and village common properties under its control;
- Construction, repair and maintenance of common village assets, including minor repairs of public schools, health and other facilities provided in the village by the Government or a local government;
- Removal of encroachments and prevention of illegal trespass over public properties;
- Organization of voluntary labour and contributions to community work;

5- Agriculture;

- Development of agriculture and village industries;
- Promotion and development of agriculture and horticulture including starting and maintaining a grain fund for cultivators and lending them seeds for sowing purposes on such conditions as the Panchayats may approve;
- Development of barren lands, development and maintenance of common grazing grounds;

6- Pets

- Promotion of dairy farming, poultry and fish farming;
- Collection and destruction of stray animals;
- Ponds for animals and cattle;
- Voluntary registration of the sales of cattle, camels and horses



Duties of Chairperson (head of councils)

- Ensure that the business of the Panchayats and the neighbourhood council is carried out strictly in accordance with this Act and other laws for the time being in force;
- Efficient, effective and transparent functioning of the Panchayats or, as the case may be, the neighbourhood council;
- The accomplishment of objectives set out by the common assembly, Panchayats or, as the case may be, neighbourhood council;
- As and when required, invite local officials to attend the meeting of the common assembly;
- Presenting not less than two reports on the performance of the panchayat or, as the case may be, neighbourhood council to the common assembly and the Government during each calendar year;
- As and when called upon by the common assembly, submit:
 - (i) A report on enforcement actions;
 - (ii) A consolidated account of all amounts of money received in and expenditures incurred from the local fund during each financial year;
 - (iii) A report on the audit of accounts;
 - (iv) Clarification on any matter relating to his duties;
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- Approach the Government or a local government in relation to any common need of the residents as directed by the common assembly;
- Remedy the defects or irregularities, if any, pointed out in the report on the audit of accounts of the panchayat or, as the case may be, neighbourhood council;
- Maintain records of the panchayat or, as the case may be, neighbourhood council;
- Submit a copy of every resolution and order of the panchayat or, as the case may be, the neighbourhood council to the designated officer;
- Faithfully observe code of conduct provided;
- Represent the panchayat or, as the case may be, neighbourhood council at civic or ceremonial functions

Duties of a member (councillor)

- Serve overall interest of the village or, as the case may be, the neighbourhood which he represents
- Ensure that the business of the panchayat or, as the case may be, the neighbourhood council is carried out strictly in accordance with this Act and other laws for the time being in force;
- Contribute towards efficient, effective and transparent functioning of the panchayat or, as the case may be, the neighbourhood council;



- Accomplish objectives set out by the common assembly, panchayat or, as the case may be, neighbourhood council;
- Avoid conflict or possible conflict between his private interest and honest performance of his role of serving the public interest;
- Attend the meetings of the panchayat or, as the case may be, the neighbourhood council and the common assembly.
- Faithfully observe the code of conduct provided.