

Role of Town Councillors representing the Council on outside bodies [DRAFT]

The Town Council nominates representatives from amongst its members to attend a variety of Boards of local charities and other community organisations working within the town.

Members are appointed annually at the Annual Meeting of the Council (Annual Statutory Meeting)

The role of members representing the Council on these bodies is to:

- Demonstrate the support the Town Council for the overall development of the work being pursued by the external body.
- Raise awareness of the role of the Town Council.
- Communicate key Council decisions, plans and activities that may affect the work of the external organisation (such availability of community grants)
- Provide advice and guidance to identify any issues that may require Council approval (such as planning considerations) signposting to the Clerk as necessary.
- Communicate to the Council, via the relevant reporting committee (and the Clerk and Committee Chair for time-sensitive matters) significant plans, decisions and activities of the external body.
- Be aware of Council's statutory requirements and timescales for decisions in recommending actions requiring council support.
- Seek approval from the relevant Committee (via the Clerk) of any agreement of Town Council support to bids for planning, funding or other opportunity that could materially affect the overall Neighbourhood Plan.
- Given the Town Council's responsibility to represent the interests of the people of Clevedon, to monitor that these interests are not compromised in any way by the policies and/or practices of the organisation.
- Given that the Town Council has an overview of Clevedon, to communicate to the organisation any opportunities that they may be aware of for co-ordination and partnership with the Town Council and/or with any Clevedon organisations and/or community groups.
- Representatives should not act as Trustees or Directors of the relevant organisations unless this has been explicitly agreed through the Council as an 'ex officio' role as this may present a conflict of interest or require delegated authority from the full Council.

A Councillor will not act as the Council representative if they are already a Trustee or Director of the organisation outside their membership of the Town Council.

Where a role has specific statutory requirements (such as representation on a Pension Board) these will form an addition to the general role defined above.