

Terms of reference for representing the Parish Council

on outside bodies

Background

Councillors represent the Parish Council on a number of outside committees and bodies. They are not there in an individual capacity but attend to represent the Parish Council. Any views or opinions expressed must represent the Parish Council views.

This representation is an important element of community engagement. It ensures that relevant key issues from committees and groups can be brought to the Parish Council and discussed at Council meetings.

For this representation to work effectively it is important that the following process is followed.

The Process

1. Membership on outside bodies is agreed at a Parish Council meeting. For every group a Parish Councillor represents they must :
 - Let the Parish Council know in advance when meetings are to take place and the agenda. This enables the Parish Councillor attending to represent the Parish Council views.
 - Attend meetings and represent the views of the Parish Council.
 - If unable to attend a meeting let the organisation and parish office know.
 - Report relevant items back to the next Parish Council meeting by way of an agenda item and written report
2. If a Parish Councillor can no longer represent the Parish Council on any committee or outside body they must report this to the Parish Council.

Representatives on Outside Bodies

- Uplyme Neighbourhood Plan Group: 4 members
- King George V Field representative: 2 members
- Police Liaison: One member
- School Trustee: One member
- Seaton Coastal Traffic Group representative: Volunteer when required
- Uplyme Charities representative: One member
- Village Hall Committee representative: One member
- A35 Steering Group: 1 member

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