

WEST MOORS TOWN COUNCIL



COUNCIL REPRESENTATION ON OUTSIDE BODIES

Adopted by the Council on 20.07.2017

Reviewed: July 2019

(Appendix A amended 09.01.24)

Full Review due September 2024

Council Representation on Outside Bodies

Adopted 20.07.2017

1. Introduction

West Moors Town Council has Council Representatives on a variety of outside bodies within the local area (Shown in Appendix A).

Representation may be for a number of reasons such as:

- 1.1 The work of the outside body or group directly affecting Council business, services, land or property;
- 1.2 The body or group specifically requesting a Council representative;
- 1.3 It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on West Moors and its residents;
- 1.4 The body or group being an opportunity to liaise with other external companies or authorities in the interest of West Moors and its residents;
- 1.5 The Council having a financial interest or commitment with the body or group and/or its function.

The outside bodies generally fall in to one of the following categories;

- 1.6 A local voluntary community group or organisation;
- 1.7 A local charity;
- 1.8 A larger association that has an impact on the business of the Council or village;
- 1.9 A liaison meeting with other companies or local authorities;

2. The Role of the Council Representative

- 2.1 A nominated Town Council representative on an outside body represents the Council in a corporate, not a personal, capacity. They must act in accordance with Council policy, unless acting as a charity trustee for the outside body, whereby the charity policies apply.
- 2.2 A nominated Town Council representative should seek advice from the Town Clerk or the Chairman of the Council in the event of being unsure on any Council policy prior to advising an outside body.
- 2.3 Representatives on outside bodies can aid outside bodies to access the expertise and knowledge of the Council and links with other public sector organisations, such as the County and District Councils and the Police.
- 2.4 A Town Council representative must not commit Council resources or support, whether financial or 'in kind', to an outside body but must bring all such requests back to Council in writing for consideration.

- 2.5 Administrative support by Council staff is not available to outside bodies or to Town Council representatives on outside bodies unless authorised by Council.
- 2.6 Representatives should update Council regularly, either directly or through the delegated committee, about the outside bodies on which they have been nominated to serve. Minutes of meetings of outside bodies should be shared with the Town Clerk who will arrange to make them available to all Councillors.
- 2.7 Representatives should attend as many meetings of an outside body as they are reasonably able. It is the representatives' responsibility to send apologies if they are unable to attend a meeting. They should also notify the Town Clerk when they are unable to attend meetings.
- 2.8 Town Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.
- 2.9 Any outside body is free to reject a specific Council representative on the understanding that their replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
- 2.10 All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

3. Review

This Policy will be reviewed as there are organisational or legislation changes

APPENDIX A

List of current groups/associations that have Town Council representatives:

Dorset Association of Parish and Town Councils: Eastern Area committee

Dorset Association of Parish and Town Councils: Larger Town and Parish committee

West Moors Memorial Hall committee

West Moors Youth Club Management committee

West Moors Allotment Holders Association

~~West Moors Homewatch committee (Disbanded August 2019)~~

East Dorset Environment Partnership