

Alston Moor Parish Council

Council Representatives

At the May Annual Parish Council meeting committees are decided and Councillors proposed as the representatives for various outside bodies on behalf of the Council.

Purpose

The representation of outside bodies/organisations by Councillors can improve communication and assist in identifying actions to be carried out on behalf of the community.

Authority

A Councillor who represents the Parish Council on any organisations and/or represents the Council at user Group meetings does not have authority to make decisions. The Councillor must bring any request back to the Council for inclusion in agenda discussions and with a written proposal from that group. No decision taken by a Councillor will be upheld if there is cause for complaint and or concern over the action taken.

Minutes/Reporting

All meetings undertaken on behalf of the Council must be reported in writing back to the Council and noted as part of the agenda item for discussion. If the meeting is minuted officially by the organisation, this will be sufficient to use as an attachment for that agenda item once received.

Contact via outside organisations/users

If you are approached by an organisation directly as the Council representative, you must not make any decision or answer their request and/or concerns without bringing it to the attention of the Council for consideration.

Safety of Representative

Please ensure that any meetings attended are in a safe environment, if attending outside, ensure you are wearing appropriate high viz jackets, footwear and head safety equipment if required. Also ensure that at least one other person knows your attendance or is aware of your venue. Please use your judgement when attending any site or venue whereby your safety maybe at risk. Do not jeopardize your safety or that of others.

Correspondence

Please ensure that all correspondence is directed through the council (quotations/brochures etc). If you need to write/reply to any organisation on behalf of the Council it must go through the Clerk and not be directed by yourself unless instructed to do so by Full Council. Copies of all correspondence must be copied to the Clerk.

Non attendance

If you are the representative of an organisation/body and cannot attend the next scheduled meeting, please send your apologies to the organisation concerned and also copy the Clerk of the Council .