

# **Terms of reference for representing the Parish Council on committees, working parties and 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 and ensures a dialogue between the Parish Council and the community. Relevant key issues from committees and groups can be brought to the Parish Council, discussed at Council meetings and agreed; agreed items from the Parish Council can be reported to groups and committees.

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

## **The Process**

1. Membership on committees, working parties and 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.
  - 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 If a Parish Councillor can no longer represent the Parish Council on any committee, working party or outside body they must report this to the Parish Council.

## **Associated Copythorne PC Outside Bodies**

- New Forest Association of Local Councils
- Hampshire Association of Local Councils
- New Forest Consultative Panel
- New Forest National Park Authority N.E. Quadrant Meeting
- Parish Hall Management Committee
- Copythorne C of E Infant School
- Bartley C of E Junior School
- Community Speed Watch
- FOCP