



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

Guidance for Town Councillors appointed as representatives to community and local organisations

Penrith Town Council believes that appointing representatives to community and local organisations is of considerable value to both the organisation and the Council. Individual Councillor involvement in local community organisations develops and enhances greater understanding of their role.

Where an organisation would like a Town Council representative to be appointed then the Town Council welcomes that request in writing and will endeavour to comply.

GUIDING PRINCIPLES

Penrith Town Council

Whilst representing the Town Council, Councillors are reminded that they are obliged to abide by the Penrith Town Council Standing Orders and Code of Conduct.

Confidential Matters

Councillors are not at liberty to divulge any Penrith Town Council matters of a confidential nature to any individuals or organisations irrespective of their representative role.

Community/Local Organisation

Whilst service as a representative on such an organisation the Town Councillor will honour and abide by any standing orders, constitution or governing document adopted by that organisation. In case of a conflict between the Town Council's and the organisation's rules, the Town Council's will take precedence.

Full Council/January 21/ Appointment to External Bodies/VT 1

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General

Councillors acting as representatives do not have authority to commit Council to any course of action or any financial obligation without the matter being referred to Council for consideration.

Procedures

There are two categories of representation:

1. Representatives to organisations that are legally or constitutionally required to have a Town Council representative: for example Eden Association of Local Councils.
2. Representatives who are requested by organisations but where there is no legal, constitutional or funding obligation.

Representatives appointed under the first category will be expected to attend meetings of that organisation on a regular basis and make oral reports to Council after each meeting.

Representatives appointed under the second category should attend meetings where possible and report to Council after each meeting attended.

Councillors attending organisations' AGMs are expected to submit to Council copies of the organisation's Annual Report and Accounts.

Reporting

Representatives are expected to report orally or in writing if they are unable to attend the next Full Council meeting. In addition, they may give prior notice to the Town Clerk / Chair of the Council that they wish to raise a matter for consideration by Council and that matter will be itemised on the next appropriate Council agenda.

It is imperative that the Town Council's representative report to the Town Council includes any matters which could have a major impact on the town or its residents or which are contrary to Council policy. If necessary, such matters should be reported to Council in a confidential session of the meeting and at the earliest opportunity.

Reviewed January 2021

This guidance and the appointments to external bodies is reviewed as and when new appointments are agreed throughout the municipal year and at least once a year at the Annual Town Council Meeting.

Representatives to external bodies and community organisations and informal groups	
Organisation	Representatives
A66 Community Liaison Group	Cllr. C. Shepherd with Cllr. Snell as SD & Deputy Town Clerk, Economic Development Officer
Borderlands Place Plan Town Team	Cllrs. Davies, Kenyon, Knaggs & Deputy Town Clerk, Economic Development Officer
Community Transport	Cllrs. Davies & Jackson
Eden Assoc. of Local Councils	Cllr. Snell
Eden Resilience Group	Town Clerk, Services & Contracts Manager
Fairhill Community Group	Services & Contracts Manager
Friends of Coronation Gardens	Cllr. C. Shepherd
Local Cycling and Walking Infrastructure Plan	Cllr. Kenyon & Deputy Town Clerk, Economic Development Officer
Newton Rigg	Cllr. Knaggs
Omega Proteins Group	Cllr. Davies
Parking and Movement Study	Cllrs. Kenyon, Knaggs & C. Shepherd & Deputy Town Clerk, Economic Development Officer
Penrith Action for Community Transition	Town Clerk
Penrith Business Improvement District	Cllr. Jackson & Economic Development Officer
Penrith Climate Change Action Network – informal group	Town Clerk, Services & Contracts Manager, Community Engagement Officer, Open to all Cllrs.
Penrith in Bloom – informal group	Community Engagement Officer
Rural Services Network Market Town Clerks Group	Economic Development Officer
Rural Services Network Market Town Councillors Group	Cllr. Davies
Town Working Group	Deputy Town Clerk, Economic Development Officer
Town Working Group- Sub-groups	Officers and Members depending on the purpose of the group
Youth Advisory Panel	Cllrs. Davies, Jackson, Snell & Community Engagement Officer
Zero Carbon Cumbria Partnership	Town Clerk
Devolution	Cllr Jackson