



# WINCANTON TOWN COUNCIL

## GENERAL DUTIES OF REPRESENTATIVES APPOINTED TO OUTSIDE BODIES (September 2020)

Wincanton Town Council is frequently asked to nominate a Councillor to sit on an outside body, an organisation that seeks support, advice and help of the Town Council but is not a Town Council committee, function or working party. The outside body has to be agreed by the Town Council.

- ❖ A Councillor nominated to sit on an outside body represents the Council in corporate, not a personal capacity.
- ❖ A Councillor nominated to serve on an outside body should ensure that details of their appointment onto the outside body are declared on their Register of Interests kept by the Monitoring Officer at South Somerset District Council.
- ❖ Town Council Representative should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring such requests back to Council in writing for consideration.
- ❖ Administrative support by Council staff is not available to outside bodies or to Town Council Representatives on outside bodies unless authorised by Council.
- ❖ When the Council considers issues relating to or affecting the outside body you must declare a personal interest in accordance with Councillors Code of Conduct.
- ❖ You must always observe duties of confidentiality both to the Town Council and outside body. Deliberate leaking or disclosing of confidential information will be a breach of Councillors Code of Conduct
- ❖ Town Council Representative to clarify the title of the meeting, dates for outside bodies meeting and should attend as many meetings (via Zoom, hybrid or attend in person) 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.
- ❖ Town Council Representative to keep Wincanton Town Council informed of all meetings to outside bodies by acting as a two way link between Wincanton Town Council and the outside body, and to provide a verbal report to Town Council following the attendance of the external meeting.
- ❖ Town Council Representative to provide information on Grants and funding streams from within Wincanton Town Council to outside body and where appropriate, sign-post to external funding sources.
- ❖ Town Council Representative to provide updates from Wincanton Town Council to outside body with key dates and invite member/chairman/manager of outside body to attend Annual Parish Meeting to present/report on the expenditure of grants in accordance with Standing Orders..
- ❖ Town Council Representative to invite member/chairman/manager of outside body to attend Wincanton Town Council Annual Awards Ceremony.
- ❖ Any outside body is free to reject a specific Council representative on the understanding that their replacement will be nominated by Wincanton Town Council, not by the outside body.