



Lostwithiel Town Council

Council Representatives on External Bodies Policy

**Approved 16 December 2025
Minute Reference 254/25**

Introduction

Lostwithiel Town Council has representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as:

1. The work of the outside body or group directly affects council business, services, land or property.
2. The body or group has specifically requested a council representative.
3. It being considered key that the Town Council is aware of the work the body or group is undertaking due to its impact on the town, its residents, or visitors.
4. The body or group being an opportunity to liaise with other external stakeholders or authorities in the interest of the town, its residents, or visitors.
5. The Town Council having a financial interest or commitment within the body or group and/or its function.

The outside bodies generally fall into one of the following categories:

- A local voluntary community group or organisation;
- A local charity;
- A larger association that has an impact on the business of the Town Council or the town;
- A liaison meeting with other companies or local authorities;
- A management committee/society managing either Town Council owned land or property, or that the Town Council is in some way financially connected with;
- A body that can offer town improvement.

The Role of the Town Council Representative

1. A Town Council representative on an external body represents the Town Council as a whole rather than acting in a personal capacity. This means that a Town Council representative must always act in accordance with Town Council policies and procedures, the Member's Code of Conduct and bear in mind the limitations of the Town Council as a corporate body.
2. Town Council representatives on external bodies allow those bodies to gain access to the expertise and knowledge of the Town Council and also ensures the Town Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the town, its residents and visitors.

3. Council Representative duties are defined and agreed by Full Council, which may vote, at any time, to modify all or any one of the Council Representatives priorities.
4. The Town Council representative is expected to attend meetings of the outside body, contribute to discussions and decision-making, without commitment or prejudice to the Town Council, read policy papers and support the aims and objectives of the group. Repeated failure by the elected representative to attend meetings without good reason should be reported by the group to the Town Clerk.
5. The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Town Councillor to substitute for them in their absence if this is acceptable to the External Body.
6. The Council expects its representatives to be kept informed of all meetings of external bodies in a timely fashion and also expects that all paperwork will be shared with them.
7. Administrative support by Council staff is not available to external bodies nor to Town Council representatives on external bodies. Town Council representatives are responsible for carrying out the administration to support their own role.
8. Town Council representatives will be appointed at each Annual Meeting of the Town Council, usually held in May.

Limitations

1. It is vital that the representative and the body itself understand the limitations of the Town Council representative. Namely that no single Councillor can act on behalf of the Town Council as decisions must be made by the Council as a corporate body.
2. A Town Council representative cannot commit Town Council resources or support, whether financial or 'in kind', to an external body, but should bring all such requests back to the Town Council, through the Town Clerk for consideration.

Reporting

1. Town Council representatives must update the Town Council monthly about the external bodies they are involved in. This should be done by providing a short

update report and/or the minutes from the most recent meeting to the Town Clerk by no later than the Tuesday prior to the monthly Council meetings.

2. Minutes of external bodies' meetings will be circulated to all councillors at the time of sharing the meeting pack for each Full Council meeting, unless they are confidential.
3. If the representative feels there is a matter that needs to be considered by Full Town Council or a committee then a report should be prepared and sent to the Town Clerk to circulate with the agenda for the appropriate meeting.
4. Email updates – representatives should forward to the Town Clerk any email updates from the outside body, for forwarding to all Town Councillors.

Change of Representation

1. Any external body is free to reject a specific Town Council representative on the understanding that their replacement will be nominated by the Town Council, not by the external body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Town Council representative.
2. All external bodies are free to inform the Town Council at any time that Town Council representatives are no longer required, if their constitution so allows.
3. A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk. Where possible, the Town Clerk will invite another Town Councillor to substitute on the outside body until a representative can be formally appointed by the Town Council.

General Advice to Representatives on External Bodies

- Ensure that you know the legal status of the organisation - read their constitution.
- Make any general declarations of interest at your first meeting.
- Act with integrity.
- Ask questions and make reasonable enquiries.
- Observe duties of confidentiality (in both directions).
- Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business.
- Do not vote on any matters unless the council had requested you vote on their behalf.
- Take advice from the Town Clerk as appropriate.

This Policy will be reviewed and updated at least annually by Full Council at the start of the Civic Year.

Lostwithiel Town Council Representatives on External Bodies:

External body	Council Representative