

**TERMS OF REFERENCE FOR  
PARISH COUNCIL REPRESENTATIVES.**

Representatives have no power to make decisions on behalf of the council.

A representative should bear in mind when attending a meeting that they are there to express the approved views of the council, not their personal views.

Representatives should be particularly careful in entering into any form of discussion around issues that may come before the Parish Council for consultation, for example planning issues.

A representative should act as a liaison between an outside body and the Council and should report back on any meetings that they attend.

All correspondence should go through the Clerk, although it may be appropriate for a representative to draft the letter or advise the Clerk.

Representatives may, if appropriate, be asked to attend site meetings on behalf of the council. They should initially report back any pertinent information to the Clerk, and where appropriate report back to the council at the next meeting.

The representative may provide a contact point for the public to discuss a specific issue. However, it should be remembered that it might be more appropriate for them to speak directly to the Clerk, or for the information to be passed to the Clerk in order that it can be acted upon.