

TERMS OF REFERENCE

LINK COUNCILLOR

Appointment Made:	16 th May 2022
Term:	One year (ends 15 th May 2023). May be renewed.
Remuneration	Not applicable Reasonable expenses permitted with prior authorisation of the Town Clerk
Principal Responsibilities:	
<ol style="list-style-type: none">1. The principal role of a Link Councillor is to act as a two-way channel of communication between the Council and a group or organisation in the community, keeping both parties abreast of developments and potential opportunities.2. As Link Councillor to an organisation you are acting on behalf of the Council, and therefore you do not need to declare an interest when the Council considers issues relating to or affecting that organisation. If being Link Councillor is your only involvement with the organisation, you will normally be allowed to participate in the discussion- often you will be best placed to explain matters relating to the organisation- and to vote, though there may be particular circumstances under which the Town Clerk will advise that you should not vote.3. However if you become a Trustee, Director, Committee Member or undertake any other role in the organisation for which you are Link Councillor, you must declare a personal interest in accordance with the Council's Code of Conduct. With the agreement of the Town Clerk you may take part in the discussion but will not be allowed to vote.4. There may sometimes be a conflict of interest between your role as a Councillor and your role as a Trustee of the outside organisation. The Council may have expressed a view or formulated a policy and would expect you to convey that view or policy to the outside body. You should seek to avoid a situation where you find yourself conflicted and it would be wise to declare and leave the meeting of the outside body during when it considers a matter over which a conflict of interest may arise.5. You are required to report back to the Council regularly, in line with a timetable established by the Town Clerk. You should also ensure that any reports that you present to the Council do not breach any duty of confidentiality you may have to the outside body.	

6. Confidential information must be treated with care. You must always observe duties of confidentiality – both to the Council and the outside body. Deliberate leaking or disclosing of confidential information will be a breach of the Council's Code of Conduct. If you have any doubt over the status of any information, or whether certain matters should be reported, then you should check with the Town Clerk.

Exclusions:

1. As a Link Councillors you are not empowered to enter into any financial commitment with the outside body on the council's behalf