



Outside Bodies Attendance Protocol

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on 10 February 2025 (minute 24/142.1)

These Terms of Reference will be reviewed annually.

1. Introduction

1.1 There are many organisations and business partners (Outside Bodies) whose activities are of interest to or have an impact on the residents of Elton Parish.

1.2 Appendix A lists the current outside bodies who invite or permit Elton Parish to send councillor representatives to meetings.

1.3 This protocol sets out the expectations that councillors should meet whilst interacting with and representing Elton's community at meetings of outside bodies.

2. Code of Conduct and Register of Interests

2.1 Councillors should act within the Code of Conduct during meetings with outside bodies.

2.2 Councillors should be mindful of and consider making any declarations of interests they may hold in any matter that is raised during meetings with outside bodies.

3. Responsibilities of councillors when representing the parish council

3.1 To act as a point of contact between the named individual in the organisation and Elton Parish Council.

3.2 To attend, as often as possible, the meetings that the organisation sends invitations to and if unable to do so, to notify the named individual in the organisation and the clerk, so that an alternative councillor might attend.

3.3 To gather information and ask appropriate questions of the organisation in order to understand any positive or negative impacts that the organisations' proposed plans, projects or actions will have on the residents of Elton.

3.4 To be mindful that any views expressed should be representative of the collective view of the parish council, or identified as an individual opinion when the views are made.

3.5 To be mindful of the requirements of the council's Communications and Press and Media Policy during all contacts with the organisation.

3.6 To be prepared to bring a short written or oral report to the next meeting of the council following attendance at meetings.

Appendix A

Organisations which invite Elton Parish Council to join meetings:

Body	No.	Current representation (as at February 2025)
Community Events		Cllrs Canham, Leith and O'Reilly
Elton Allotments	2	Cllr O'Reilly, Cllr Leith
Elton Community Centre	3	Cllrs O'Reilly and Highcock
Elton Primary School	3	Cllrs Canham, Hardman
Elton Scouts	2	Cllr Spencer and Serna
Encirc Glass	4	Cllrs Canham, Highcock, Lockhart, and Serna
Essar	2	Cllrs Canham, Hardman and Lockhart
Helsby and Elton Medical Centre	2	Cllr Lockhart Cllr P Williams (as at Jan 25)
Local Churches	2	Cllr Canham and Hardman
Local Shops	3	Cllrs Lockhart and O'Reilly
Parish Council Monthly Surgeries		Cllr Lockhart
Police Liaison	1	Cllr Lockhart
Protos Community Forum	3	Cllrs Canham and O'Reilly
Protos Local Liaison Committee		Cllr. Canham, Hardman, Spencer
Thornton Science Park	3	Cllrs Canham and O'Reilly