

## **Everton Parish Council**

### **Terms of Reference – EPC North East Bassetlaw Forum Representatives**

#### **1. Purpose**

To represent Everton Parish Council at the North East Bassetlaw Forum, ensuring the Council stays informed of local developments, shares relevant concerns, and contributes to broader discussions affecting the region.

#### **2. Role**

Council Members appointed to the North East Bassetlaw Forum will:

- a. Attend meetings of the North East Bassetlaw Forum on behalf of the Parish Council.
- b. Actively participate in discussions and provide input on matters that impact Everton Parish or the wider area.
- c. Report key updates, opportunities, and actions from Forum meetings back to the Parish Council.
- d. Raise parish-specific issues or concerns at the Forum where appropriate.
- e. Liaise with other Forum representatives, local councils, and agencies to strengthen regional collaboration.
- f. Coordinate with the Clerk or other councillors to follow up on any required actions from Forum outcomes.

#### **3. Appointment and Term**

- a. Council Members are appointed by resolution of the Parish Council at the Annual Parish Council Meeting or as needed.
- b. More than one representative may be appointed, with a designated lead for reporting if required.
- c. The term of appointment is one year, renewable at the Council's discretion.
- d. Representatives may be replaced or removed by Parish Council resolution at any time.

#### **4. Meetings**

- a. Representatives will attend North East Bassetlaw Forum meetings as advertised.

#### **5. Outputs**

- a. **Reporting:** A brief report or verbal update from each Forum meeting should be provided at the next Parish Council meeting. Any significant issues or opportunities should be brought to the Clerk or Chair as soon as practicable.
- b. **Partnership Working:** Work in partnership with the North East Bassetlaw Forum and relevant community groups for the betterment of the Parish.

#### **6. Conduct and Limitations**

- a. The Council Members must follow the Parish Council's Code of Conduct.
- b. All official positions or representations must align with agreed Parish Council policy.
- c. These ToR do not grant authority to make binding decisions or financial commitments on behalf of the Parish Council unless formally delegated.

## 7. Review

These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Adopted by Everton Parish Council on: 7th of July 2025

Signed:



(Chair of Everton Parish Council)

Chair of Appointed Members: Councillor G Thomson  
Councillor B Upton

Clerk to the Council: Mr C Bryant