

Council Representatives on the Marlot Liaison Group Meeting Frequency to be agreed by members.	
1.	<p>Purpose of the Group The Marlot Liaison Group brings together key stakeholders involved in the care and management of the Marlot LNR. The main parties are the parish council (landowner) and Marlot Conservation Group, a non-incorporated volunteer group who manage the site. The group exists to ensure that the Marlot is well-managed on behalf of local residents.</p> <p>The purpose of appointing councillors to this group is to make sure the Parish Council is able to contribute to discussions about the overall management of the Marlot. Councillors will ensure the Council's views are represented and that there is a two-way flow of information and ideas between the MCG and the Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none"> • Represent the Parish Council's views at Liaison Group meetings. • Report back to the Council, including any recommendations or actions the Council should consider taking. • Contribute to discussions and proposals that align with the Council's goals and policies. • Engage in positive communication between the Council and MCG
3.	<p><u>Responsibilities</u> Councillors appointed to the Marlot Liaison Group will:</p> <ul style="list-style-type: none"> • Attend meetings, or send apologies if they cannot attend. • Review relevant documents and prepare for meetings. • Provide regular updates to the Council about the Group's activities. • Ensure the Council's decisions or policies are communicated to the Group. • Work respectfully and collaboratively with others. <p>This group does not handle finances or make decisions, but may make recommendations. All decisions are made by the Council.</p>
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none"> • Councillors are appointed annually at the Council's Annual Meeting, or as decided by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none"> • Councillors will provide an update to the Council after each Liaison Group meeting. • If Council is to be asked to make a formal decision, the Clerk must be asked to add it as an agenda item. • The liaison group is not a formal committee and as such does not follow the Council's meeting rules and procedures.
6.	<p><u>Support</u></p>

	<ul style="list-style-type: none">• The Clerk will provide administrative support or advice as needed.• Councillors can request briefing materials or background information from the Clerk to assist in their role.
7.	<p>Review</p> <p>These Terms of Reference will be reviewed every four years or whenever changes are needed based on the Council's representation or the work of the Marlot Liaison Group.</p>

Council Representatives on the North Shropshire Area Committee

1.	<p><u>Purpose of the Committee</u></p> <p>The North Shropshire Area Committee is a body which comprises representatives of all Town and Parish Councils in North Shropshire. It meets to share best practice and to receive presentations from key people whose work impacts local councils.</p> <p>The Committee meets 4 times each year.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• To represent the views and interests of the Council• To report back to the Council on matters discussed by the Group
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Attend all scheduled meetings of the Group or send apologies• Read all relevant documents and prepare appropriately for meetings.• Provide regular feedback to the Council on the Group's activities.• Uphold principles of transparency, respect, and collaborative working in all interactions.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• Appointments are made annually at the Council's Annual General Meeting, or as otherwise determined by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The representative will provide a written or verbal update to the Council following each committee meeting• Councillors must declare any conflicts of interest related to their role in the Group.
6.	<p><u>Support</u></p> <p>None required</p>
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or as required by changes in the Council's representation or the function of the Area Committee.</p>

Council Representatives on the Personnel Committee

1.	<p><u>Purpose of the Committee</u></p> <p>The Personnel Committee helps the Parish Council manage the employment and well-being of the Parish Clerk, the only staff member. The committee ensures that proper HR practices are followed, supports staffing matters, and advises the Council on staffing decisions.</p> <p>There is no fixed schedule for Personnel Committee meetings.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Provide guidance to the Council on matters related to the Parish Clerk's employment.• Assist with recruitment, training, performance reviews, and any disciplinary matters for the Parish Clerk.• Ensure the Parish Clerk's contract and working conditions meet legal standards and best practices.• Represent the Parish Council's views on staffing matters and make recommendations as needed.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Oversee the recruitment and hiring process for the Parish Clerk• Conduct an annual performance review for the Parish Clerk• Ensure the Parish Clerk's employment follows relevant laws and Parish Council policies.• Recommend changes to the Parish Clerk's contract, salary, or conditions to the full Parish Council.• Advise on the Parish Clerk's well-being, training, and development needs.• Handle any disciplinary or grievance matters in line with Council policies, reporting findings to the full Council if needed.• Keep all personnel-related matters confidential
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Committee will have 3 members, including the Chair and Vice Chair of the Parish Council. Members are appointed annually at the Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Personnel Committee will report to the full Parish Council after each meeting, updating on staffing matters, performance reviews, recruitment, and any decisions made.• Minutes of the meetings will be presented at the next Parish Council meeting for approval.• The Committee is accountable to the full Parish Council and follows the Council's rules and procedures including declaration of interests.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Clerk will provide administrative support as required.• The Committee may seek external HR advice or help when needed, especially for complex employment matters.
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or as needed, depending on changes in staffing, employment law, or Council requirements.</p>

Flood Liaison Representative

1.	<p><u>Purpose</u> The Flood Liaison Representative acts as a liaison between the Parish Council, local residents, and relevant authorities on flooding issues, ensuring effective communication and coordination to address flood risks and concerns in the community.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Represent local residents' concerns about flooding to the Parish Council.• Facilitate communication between the Council, residents, and external agencies (e.g., Environment Agency, County Council).• Raise awareness of flood risks and prevention measures within the community.•
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Provide updates on flooding matters at Council meetings.• Gather feedback from residents and communicate it to the Council and relevant bodies.• Promote flood prevention measures and emergency preparedness.• Advocate for necessary actions to address local flooding risks.•
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Flooding Representative is appointed annually at the Parish Council's Annual General Meeting.•
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• Report regularly to the Parish Council on flooding issues and actions.• Accountable to the full Parish Council and will follow its reporting procedures.•
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• Administrative support from the Parish Clerk as needed.• Access to external advice from bodies such as the Environment Agency as needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>

Councillor - Internal Control Checks

1.	<p><u>Purpose</u> The Councillor responsible for internal control checks ensures that the Parish Council's financial records and management are correct. This includes checking that bank statements and reconciliations match, and making sure all transactions have been approved by Full Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Make sure the Council's financial records are accurate and up to date.• Check that all transactions have been approved by the Full Council.• Confirm that the bank statements and reconciliations balance every month.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Review the monthly bank statements and reconciliations to ensure they match.• Confirm that every financial transaction has been properly approved by the Council.• Report any problems or discrepancies to the Parish Council.• Ensure internal controls are followed and suggest improvements if needed.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Councillor is appointed annually at the Parish Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Councillor will report to the Parish Council after each check, pointing out any issues found.• The Councillor is responsible to the Parish Council and will follow its reporting procedures.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Parish Clerk will provide support, including access to financial documents.• The Council can get external advice if needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>