



Parish Council Representatives to External Bodies

Statement of Roles and Responsibilities

Adopted by Stokenchurch Parish Council on 3rd September 2025

1. Purpose

This document sets out the role of Parish Council-appointed representatives to external organisations, boards, and committees. These appointments aim to strengthen collaboration, ensure parish interests are represented, and facilitate two-way communication between the Parish Council and external bodies.

2. Scope

This applies to all councillors or officers formally appointed by resolution of the Parish Council to represent it on external organisations, including but not limited to:

- West Chiltern Community Board
- Medical Centre
- Youth Club
- Sawmill Trust
- Stokenchurch Educational Charity
- Studley Green Community Centre
- Stokenchurch Memorial Hall
- Any other relevant statutory or voluntary bodies

3. Responsibilities

Appointed representatives shall:

- Act in the best interests of the Parish Council and its residents.
- Attend meetings of the external body as required.
- Provide regular feedback to the Parish Council via working groups or Full Council meetings.
- Report any recommendations, issues, or opportunities arising from the external body that may require Parish Council consideration.
- Uphold the Parish Council's Code of Conduct and relevant governance policies.

4. Limitations

- Representatives do not have authority to make decisions on behalf of the Parish Council unless formally delegated.
- Any commitments or endorsements must be referred back to the Parish Council for approval.

5. Review

This statement shall be reviewed annually or as required to reflect changes in appointments or external relationships.