



TODMORDEN TOWN COUNCIL

OUTSIDE BODIES PROTOCOL

1. Each year at the Informal Annual Meeting in May, members are appointed by the Council to serve on a range of outside bodies. These outside bodies include voluntary organisations, grant awarding bodies and charitable trusts. All share with the Council an interest in the benefit of Todmorden and its residents.

2. The outside affiliated with the Council are listed below:
 - Age Concern Todmorden
 - Mid-Pennine Arts Association
 - Yorkshire Local Councils Association
 - Todmorden Town Twinning Association Management Committee
 - Todmorden Pride Partnership Board
 - Todmorden Development Board
 - Coordinators for emergency purposes to act both in an emergency and in the aftermath
 - Town and Parish Council Liaison Group
 - Incredible Edible Todmorden Steering Group or Board
 - Todmorden Flood Group
 - Upper Valley Flood Resilience Community Sub
 - Todmorden Accident Prevention Council
 - Friends of Centre Vale Park
 - Crook Hill Community Benefit Fund
 - Reaps Moss Community Benefit Fund
 - Todmorden Information Centre Trust
 - Todmorden Emergency Support (War Memorial Trust & Abraham Ormerod Trust)
 - Trustees to Heptonstall Exhibition and Richard Naylor Charities
 - Trustee to Fielden Centre Association
 - Trustee to Todmorden Carnival Group
 - Trustees to John Eastwood Homes
 - Trustees to Cloughfoot School Trust

3. Following the Informal meeting, each body will be contacted by the Town Clerk's office to confirm the appointment of the member representative/s to and to confirm the contact details for the member representative/s.
4. Outside bodies will be asked to liaise directly with their appointed member representative to arrange meetings and events and for the purpose of circulating documentation e.g. the issue of agenda, minutes, and meeting papers.
5. However, to support Members the Clerk will also :-
 - a. request each outside body to circulate the same information to the Clerk's office so that a central record of key dates and documents can be kept and shared with Member's as necessary.
 - b. Set up diary reminders to contact Members one week before their scheduled meeting.
6. The Town Clerk's office will also liaise with each outside body to ensure that their contact details and website URLs are included together with a "pen picture" of their activities and purpose on the Town Council's website.