



Yarm Town Council
Yarm Town Hall
High Street
Yarm
TS15 9AH

Rate Payers' Representative Policy

1. Purpose

The purpose of this policy is to define the role, scope, and operational arrangements for the appointment of a voluntary Rate Payers' Representative. The role is intended to provide an additional communication channel between the constituents of the parish and Yarm Town Council.

2. Appointment and Membership

2.1 The Council shall appoint one member of the public to act as the voluntary Rate Payers' Representative.

2.2 The representative will act as a point of contact for members of the public who wish to raise issues with the Council, particularly where they are unable to attend meetings in person.

2.3 The appointment shall be voluntary and unpaid.

2.4 The representative shall not be a serving Councillor or employee of Yarm Town Council.

2.5 The Rate Payers' Representative shall be appointed for a fixed term of one year.

2.6 The appointment shall be reviewed annually at the Council's Annual General Meeting (AGM). The representative may stand for re-election at the AGM and may be reappointed by resolution of the Council.

2.7 The representative may resign from the role at any time by providing written notice to the Town Clerk.

3. Communications and Email

3.1 The Rate Payers' Representative shall not be issued with a Yarm Town Council email address.

3.2 A dedicated Gmail account may be established for the representative for the purposes of correspondence relating to the role.

3.3 The representative's contact email address may be published on the Yarm Town Council website to enable public contact.

3.4 The representative must comply with relevant data protection legislation when handling correspondence.

4. Meetings

4.1 The Rate Payers' Representative shall be provided with a copy of each Council meeting agenda at the same time as it is issued to Councillors.



4.2 Supporting documentation relating to agenda items may be made available at the discretion of the Chair, where the information is considered relevant to the role.

4.3 The representative may sit near Council members during meetings.

4.4 The representative may only speak during:

- a specific agenda item designated for the Rate Payers' Representative; and/or
- the public participation section of the meeting.

4.5 The representative shall not take part in Council discussions outside these sections and shall not participate in any decision-making.

5. Objectives

The objectives of the Rate Payers' Representative role are to:

- Provide an effective and professional communication link between the constituents of the parish and Council members.
- Convey issues, concerns, or views raised by rate payers to the Council in a clear and structured manner.
- Support transparency and engagement between the Council and the local community.

6. Documentation and Records

6.1 Any discussion items formally presented to Full Council by the Rate Payers' Representative shall be recorded in the minutes of the meeting in accordance with standard Council procedures.

6.2 The representative shall not maintain or publish official Council records.

7. Accountability

7.1 The Rate Payers' Representative is not accountable to Yarm Town Council in this voluntary role.

7.2 The representative's accountability is to the constituents whom they represent.

8. Scope and Limitations

8.1 The Rate Payers' Representative has no authority, powers, or influence over the final decisions made by the Council.

8.2 The role is advisory and communicative only and does not confer any statutory or executive responsibilities.

9. Removal from Role

9.1 Yarm Town Council reserves the right to remove the Rate Payers' Representative from the role before the end of their term.

9.2 Removal may occur if the Council considers that the representative:

- Has acted in a manner inconsistent with this policy;
- Has brought the Council or the role into disrepute;
- Has breached confidentiality or data protection requirements;
- Is no longer able to effectively carry out the duties of the role.



9.3 Any decision to remove the representative shall be made by resolution of the Council.

9.4 The Council is not required to provide an alternative role or compensation following removal.

10. Review

This policy shall be reviewed periodically by Yarm Town Council to ensure it remains appropriate, effective, and compliant with relevant legislation and Council procedures.

END OF POLICY