

Southwell Town Forum

Terms of Reference

Constitution

Southwell Town Forum is a Working Party of the Town Council.

Function of the Forum

Southwell Town Forum will seek and collate representative views in the town to inform and lobby upon the performance and strategic direction of local government, and other relevant organisations, and their impact on the future of the town. It will produce a draft Town Plan 2025-2030 for consideration and adoption by the Town Council. It is anticipated that the Forum will survey the views of the town by the end of summer 2024, and draft a Town Plan for the January 2025 meeting of the Town Council

Chairing the Forum

The Town Council will appoint a Convenor of the Forum who will chair the Forum. In the absence of the Convenor, the Forum will elect a chair person for the meeting.

Membership

Membership will be renewed annually, at the annual meeting on the first Tuesday in June. The Council will appoint four further Town Councillors to be members of the Forum. Southwell organisations listed in the Southwell Guide will each be invited by e-mail to nominate a Forum representative or representatives and membership open to all Southwell residents by invitation in the Bramley and by the Town Council's website. The Town Council will seek to ensure that a balance across the breadth of Southwell's stakeholders is represented on the Forum. Therefore it may take action to encourage particular stakeholders to join the Forum, or to advise on ad hoc issues that the Forum addresses.

The District and County Councils will be invited to each send an officer to inform the work of the Forum.

District and County Councillors representing Southwell will be invited to attend meetings.

Frequency of meetings and quorum

The Forum will meet at least bi-monthly and it will fix its meetings on the first meeting of the Forum to be established by the Convenor. The quorum of the Forum will be three Town Councillors and representatives from two other town organisations. The Forum will attempt to reach consensus, but in the event of the need for action despite differing views, will require a two thirds majority view to prevail.

Communications

Where possible communication with members will be by e-mail. The Convenor of the Forum will send out a Pre-Agenda notification via the Town Council four weeks prior to the meeting, inviting organisations to raise issues for the Agenda, and the Agenda will be sent one week prior to the meeting.

The Council will set up an e-group as part of the Town Council's website. and publicise its work in reports to local news papers and the website.

Record of meetings

The Forum will make draft notes of its own meeting that will be circulated to the Town Council, and to the member organisations within two weeks of the Forum's meeting. The notes will make specific reference to any points of action to individuals, organisations and local government councils.

Reporting mechanism

The Town Council will receive these notes in its 'Reports of Town Councillors', and the Convenor will answer any question arising from these notes. Requests for action by the Town Council from the Forum will be considered for incorporation on the agenda of the appropriate Town Council meeting, by the Chair of the relevant Committee or the Chair of Full Council, as appropriate. Where the Chair does not consider the issue in remit for Council to address, the reason will be communicated back to the Forum.

Delegated authority

The Town Forum will have no delegated powers. The Forum will hold no bank account

Agreed Full Council February 2024