



# ROYAL TUNBRIDGE WELLS TOWN FORUM

## **Terms of Reference for Royal Tunbridge Wells Town Forum June 2005 - April 2011**

### **Name**

Royal Tunbridge Wells Town Forum

### **Town Forum's office**

Tunbridge Wells Borough Council, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS

### **Purpose of the Town Forum**

- Consider and address issues in Royal Tunbridge Wells (unparished area), working with other agencies as appropriate.
- Consider and respond to consultative documents and proposals submitted by the Borough Council, Tunbridge Wells Partnership or other Community Plan partners, from time to time.
- Contribute to the development and implementation of the Community Plan as it relates to residents in Royal Tunbridge Wells.

### **Linkage with Tunbridge Wells Borough Council and the Tunbridge Wells Partnership**

Where co-operation from the Council, the Partnership or other body is required the Town Forum's recommendations will be submitted by the appropriate representative(s). In such cases the respective representative(s) will be responsible for ensuring the Town Forum is kept informed of progress and opportunities to attend Council, Partnership and / or other meetings, and will also act as go between to keep the Town Forum informed of progress.

### **Membership of the Town Forum**

- Councillors representing constituents in Royal Tunbridge Wells (unparished area).
- Representatives of Residents' Associations and other organisations representing residents' interests and open to residents to join in Royal Tunbridge Wells (unparished area) - should there be any criteria for ensuring representativeness.
- It is not intended to include persons who do not reside within the unparished parts of RTW.
- The Town Forum will give careful consideration to requests from other bodies to attend.
- The Town Forum may co-opt individuals [with particular knowledge, skills, expertise and / or interest] or may invite individuals and / or organisations to attend particular meetings where appropriate to the agenda.
- Officers of the Council and other bodies may be asked to present material, give guidance or to respond to enquiries from the Town Forum.
- Those wishing to be considered for membership should apply in the first place to the Town Forum Chairman or Secretary.

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## **Role of Town Forum Members**

Town Forum members are expected to:

- Represent the views of their ward / association / group and to report back to them any progress or plans of the Town Forum.
- Identify ways in which their members can contribute to the work of the Town Forum and to the Community Plan.

## **Election and Role of the Town Forum's Chairperson**

The Town Forum will elect a Chairperson and deputy on an annual basis.

The vice-chair(s) would be elected each year but neither would automatically become chairman.

Their role will be to ensure that:

- All views are heard and that an unbiased record of the meeting is produced.
- There is agreement about any follow up action required. This might include communications, proposals with other bodies, preparing bids for funding, training requirements, and other practical activities.
- The chairperson or delegated nominee will represent the Town Forum on other bodies as it may be invited to attend.

## **Meetings**

### Notice required

Meetings can be called by a request to the Chairperson (or Deputy in his/her absence) of five members. Wherever possible a minimum of a week's notice will be given.

### Frequency

Meetings will be held at least twice a year or as frequently as members may decide.

### Entitlement to vote

No limit to representation on the Town Forum at the present time, but there would only be one voting representative per association/organisation.

One person - one vote [one vote per Royal Tunbridge Wells Ward Councillor].

### Quorum

Quorum of 15 with simple majority. The Chairperson will have the casting vote.

## **Servicing of the Town Forum**

During the first year and subject to availability and resources the Council will provide some administrative support and will make its facilities available to the Town Forum for meetings. Support will be reviewed annually.

## **Publicity of the Town Forum**

Dates, agendas and minutes of meetings will be posted on the Borough Council website and on the board outside the Town Hall.

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## **Timing and Location of Town Forum Meetings**

The Town Forum will consider timing and location of meetings to ensure that they are held at a convenient time and place that is easily accessible for its members.

## **Substitutions of Town Forum Members**

Members should make every effort to attend, but may send a substitute if necessary and will ensure that the person is suitably briefed.

## **Transparency of the Town Forum**

The Town Forum is expected to be open, transparent and accountable. The Town Forum should ensure that all interests have a voice where necessary and that hard to reach groups are appropriately represented and engaged.

## **Reporting Mechanisms of Town Forum Members**

Members have responsibility to report back to the people they represent. From time to time members may be asked to provide evidence on the methods and successes of the strategies they employ to ensure appropriate feedback to their respective organisations. The Town Forum should consider with which other forums it needs to regularly or occasionally communicate.

A list of members and officers of the Town Forum and its sub-groups is available from the Secretary and will be published on the Town Forum's website, [www.townforum.org.uk](http://www.townforum.org.uk)

## **Restrictions**

The Town Forum shall not carry out any trade, industry or business, nor shall it be conducted with the purpose of gain to any of the members. Any donations and allocations, including any interest on such monies, shall be used solely for the purpose of the Town Forum and the promotion of its objectives.

## **Sub-groups of the Town Forum**

The Town Forum can set up sub-groups or working parties to tackle particular issues or areas as it feels appropriate.

*Based on the Council's model for Partnership Forums and revised for a Town Forum,  
25 May 2005, Ellie Broughton, Tunbridge Wells Borough Council.  
revised: 12 October 2005  
approved by the Town Forum: 26 October 2005.*