

## **Aylsham Town Council**

### **Business Plan Working Party Terms of Reference**

**1. NAME**

The name of the Working Party shall be Aylsham Town Council Business Plan Working Party called the 'Working Party' in these terms of reference.

**2. STATEMENT OF PURPOSE**

The Working Party shall investigate, prepare proposals and make recommendations for a Business Plan to be agreed and adopted by the Town Council.

**3. MEMBERSHIP**

The Working Party will be open to any members of the Town Council.

**4. MEETINGS**

**4.1. Frequency and calling of meetings**

The Working Party' will meet as and when necessary.

**4.2. Quorum**

No decisions shall be made at a meeting of the Working Party unless three Members are present,

**4.3 Chairmanship**

If present the chairman of the council or vice-chairman shall preside. If neither the chairman or vice-chairman are present the group shall appoint a chairman from the members present.

**4.4. Attendance and role of Advisors at meetings**

Aylsham Town Council Officers will have advisory roles and will not have voting rights

The Working Party or Town Clerk may invite other people to address the Working Party on matters under discussion.

**4.5. Notes**

The Working Party meetings will be serviced by Aylsham Town Council. Notes shall be taken of all Working Party meetings by the appointed Officer and shall be presented to the next appropriate meeting of Aylsham Town Council for formal adoption.

**5. FINANCIAL MATTERS**

**5.1** The Working Party will not have a budget.

**5.2** Any financial recommendations made by the Working Party will be agreed by Aylsham Town Council through adoption of the Working Party Notes.

**6. RESPONSIBILITIES AND AREAS OF OPERATION**

The Working Party shall:

- Look at all aspects of Aylsham Town Councils current work and areas of responsibilities to include (but not limited to)
  - Markets
  - Town Hall
  - Street Lights
  - Allotments
  - Cemetery
  - Play Areas
  - Open Spaces
  
- Look at possible new areas for the Town Council to develop
- Consider the requirements of the Town for facilities and services to enhance the community
- Other pertinent areas arising during discussion/investigation

**7. TIME SCALE**

- The first Meeting of the Working Party shall take place before 1<sup>st</sup> August 2015
- A first draft Business Plan should be prepared prior to January 2016
- A final draft Business Plan should be presented at the Annual Town Council Meeting 2016
- The final document should be adopted at the May 2016 Town Council meeting

These Terms of Reference must be read in conjunction with the Town Councils Policy on Working Parties

These terms of reference were agreed at the Town Council meeting 13<sup>th</sup> August 2015

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Mathew Martin - Chairman