

TENTERDEN TOWN COUNCIL

TOURISM & BUSINESS STANDING COMMITTEE

TERMS OF REFERENCE: *25 July 2014*

Membership and appointment	Membership is to comprise – (a) Such members of the Town Council (being not less than four) that are approved by the Town Council to serve on this committee and (b) such non-councillors as the committee may from time to time co-opt for periods of one council year at a time to represent Ashford Borough Council and a range of local businesses and tourist attractions.
Frequency and venue of meetings and quorum	The committee shall meet as often as it deems appropriate (being not less than four times in each Town Council year) to keep abreast of developments relating to its functions and authority. Meetings shall be held at Tenterden Town Hall unless that is impractical, in which case an alternative suitable venue in Tenterden shall be used. Half the voting members shall constitute a quorum (a quorum shall be no less than 3).
Minutes, etc	Minutes of the committee's meetings shall be taken, and drafts distributed with the agenda for the next meeting, by the Town Clerk or as delegated by the Town Clerk. Minutes, agendas and other papers shall, where practical, be distributed to the committee's members electronically, except where individual members request paper copies.
Standing orders	The Town Council's standing orders shall apply to the committee, and a copy must be given to each committee member promptly after their co-option. Such copy may, if requested by the relevant committee member, be in paper format, but will otherwise be electronic.
Functions & delegated authority	The role of the committee is to promote Tenterden as an ideal place to live and work in and to visit, and to support and develop tourism in the town generally, including by – <ol style="list-style-type: none">1. encouraging liaison and cooperation between individuals, businesses and organisations that are interested in promoting Tenterden;2. giving those individuals etc. (where appropriate) the endorsement of the Town Council and a route to communicate with other councils and bodies, thus strengthening their voice;3. liaising on relevant issues with the Borough Council generally, and with the Borough Council's Economic Development Officers and the relevant portfolio holder councillor in particular4. liaising with groups and organisations whose objectives include the improvement or promotional marketing of Tenterden5. investigating specific projects or ideas intended to improve Tenterden as a location for residents and businesses and as a destination for visitors and (where appropriate) recommending that the Town Council supports such schemes in appropriate ways (whether or not any area outside Tenterden is also promoted incidentally) and such other methods as the committee from time to time decides are appropriate to recommend to the Town Council for adoption.
Budget	<ol style="list-style-type: none">6. The committee will have an initial budget of £5,000 per year.