

# **COLNE MARKET FORUM**

## **TERMS OF REFERENCE**

### **1. AIMS AND OBJECTIVES**

- 1.1 The Colne Market Forum will oversee the operation of Colne Market working with the traders, staff, Colne Town Council and relevant businesses, including the Colne Business Improvement District.
- 1.2 It will also assist in the development of proposals for the revitalisation of the area of the Market to provide an improved shopping experience for residents as part of the project for which Pendle Council has been awarded Levelling UP Fund grant.
- 1.3 It will make recommendations, as appropriate, to committees of Pendle Council.

### **2. MEMBERSHIP**

- 2.1 The Forum will comprise three councillors appointed annually by the Colne and District Committee. The councillors on the Panel will appoint the Chair from their number.
- 2.2 The Forum may accept such other persons as it considers appropriate into Membership, including market traders and others with business or community interests in the area.
- 2.3 The Forum may invite advisors, including Pendle Council staff, and other interested parties to its meetings on a non-voting basis.

### **3.0 SECRETARIAT**

- 3.1 Pendle Borough Council will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.
- 3.2 Agendas and accompanying reports shall be published at least five clear working days in advance of a meeting and sent to all members of the Forum.
- 3.3 Agendas and reports will be published on Pendle Council's website, apart from items of a confidential nature which need to be dealt with as a 'Part 2 Item' with press and public excluded.
- 3.4 Minutes of all meetings (including Part 2 Items) will be public documents and will be submitted to the Colne and District Committee.

### **4.0 MEETINGS OF THE FORUM**

- 4.1 The Forum shall meet at least four times a year on such days and times as agreed by the Forum. These dates and times may be varied at the discretion of the Chair. Meetings will be advertised, will be held in public and, at the discretion of the Chair, may take place

remotely on MS Teams. The Forum may vote to exclude the public for some items on the grounds of commercial, financial, legal or personal confidentiality.

- 4.2 Conduct of the meeting shall be by the usual conventions of local councils. The rulings of the Chairman will be final.
- 4.3 In the absence of the Chair, the councillors present will elect one of their number to be the Chair for that meeting.

## **5.0 VOTING**

- 5.1 Where a decision is required, the Forum shall try to reach a consensus view. Where this is not possible there will be a vote.
- 5.2 Each Member shall have one vote.
- 5.3 Voting shall be by a show of hands of Forum members and shall be by simple majority.
- 5.4 In the case of equality of voting, the Chair shall have a second or casting vote.

## **6.0 QUORUM**

- 6.1 No business shall be undertaken at any meeting unless there is at least one appointed Pendle councillor present.

## **7.0 CONFIDENTIALITY**

- 7.1 All papers marked as confidential and all discussions at meetings in relation to confidential items shall not be disclosed outside the Forum.

## **8.0 DECLARATIONS OF INTEREST**

- 8.1 The Forum recognises that it is essential that its business is conducted in an open, transparent and accountable manner.
- 8.2 Upon acceptance into membership, Members must complete a disclosure of any financial interest they may have in the business of the Forum. Such disclosures will be kept in a register established for the purpose.
- 8.3 Pendle Borough Councillors are bound by the Council's Code of Conduct while at meetings of the Panel.

## **9.0 CHANGES TO THE TERMS OF REFERENCE**

- 9.1 These Terms of Reference may be amended by the Forum at any meeting subject to a majority vote. 14 days' notice must be given of any proposed change.