

[insert town name] Town Advisory Board

Terms of Reference 2021

1. **Statutory Authority**

- 1.1 The Advisory Board (which shall now be named “The [insert town name] Town Advisory Board”) is not constituted as a formal Committee of the Council under Section 101 of the Local Government Act 1972 and is not empowered to discharge any executive functions under the Local Government Act 2000.

2. **Objectives**

- 2.1 The [insert town name] Town Advisory Board will be responsible for overseeing the management of the Regeneration Programme and ensure the following key principles are applied to the methodology of the programme delivery:
- a. To assist in designing, programming and delivering events.
 - b. To assist the selection process.
 - c. To ensure the emergent interpretive and access proposals in accord with the underlying vision for the project.
 - d. To develop further the interpretive ideas and links with relevant audiences.
 - e. To develop further detailed briefs on:
 - Educational delivery
 - Community involvement
 - f. To advise on how the scheme might be best developed.
 - g. To have a long term advisory involvement in the planning, operation, and programming of the project.

3. **Constituent Members**

- 3.1 The [insert town name] Town Advisory Board shall consist of one representative of each of the following:
- Executive Member for Regeneration and Economic Development & Deputy Leader (BGCBC)
 - Ward Member
 - Town Council
 - Business Forum
 - Tai Calon
 - Coalfields Regeneration Trust
 - BGCBC Officers in an advisory capacity (as requested)
 - And any other local organisations that may be co-opted from time to time

4. Power of the Advisory Board

- 4.1 Subject to the overall policy and control of Blaenau Gwent County Borough Council's Executive and Scrutiny Committees (or any other appropriate Committee of the County Borough Council) the responsibility of the Advisory Board shall be advisory and consultative only and for the avoidance of doubt the Advisory Board shall not be empowered to do anything which shall conflict with this role or with the Policy for the time being in force of the County Borough of Blaenau Gwent as applied to the act or matter under discussion.

5. Ownership

- 5.1 All properties deemed eligible for funding are will be a mix of public and private ownership. Blaenau Gwent County Borough Council are responsible for the upkeep and maintenance of the immediate public realm (including highway).

6. Membership of the Advisory Board

- 6.1 Membership of the Advisory Board shall be confined to members of the Organisations specified in Article 3.1 hereof. Each organisation shall in May of each year at their respective annual meetings appoint one representative to serve on the Advisory Board for the ensuing 12 months or during such time until they cease to be members of the appropriate organisation by reason of death, resignation, cease of membership, disqualification or otherwise.
- 6.2 Each organisation may nominate, under the hand of its proper officer, a deputy for any Member appointed by each organisation to attend and to vote at any meeting of the Advisory Board in place of the member so appointed.
- 6.3 If at any time any member of the Advisory Board shall cease to be a Member of the organisation by whom he was appointed to the Advisory Board, his membership of the Advisory Board shall forthwith determine provided that a representative member shall not be deemed to have ceased to be a member of the organisation by whom he was appointed if on or before the day on which he goes out of office, he has been re-elected a member of that organisation.
- 6.4 If by reason of death, resignation, loss of qualification disqualification, cessor of membership of the appointing organisation, failure to attend meetings or in any other manner there shall be a vacancy in the number of representatives of either of the organisations on the Advisory Board permitted under the terms of this Constitution, the organisation in whose representation the vacancy occurs may forthwith fill such vacancy, and the person so elected shall hold office as member of the Board until such time as the person whose place he fills would regularly retire and shall then retire.

7. Meetings

- 7.1 The Advisory Board shall hold 6 meetings at least in every year for the transaction of general business and may hold such other meetings at such intervals as they find necessary or convenient. The first meeting of the Advisory Board shall be held on a date to be determined by the Executive Member for Regeneration and Economic Development & Deputy Leader of Blaenau Gwent

county Borough Council, with subsequent meetings also being chaired by the elected chairperson.

8. Notice

- 8.1 Three clear days at least before a meeting of the Advisory Board, the Committee Clerk shall cause a summons to attend the meeting, specifying the business proposed to be transacted thereat and signed by him/her, to be left at, or sent by post to, the usual place of residence of every representative Member of the Advisory Board or such other place as may be requested by a representative member.

9. Chairman

- 9.1 The first business at the meeting shall be for the Executive Member to agree and confirm the terms of reference of the Advisory Board with its newly elected Board Members and to agree an elected Chairperson for the remaining duration of the programme.
- 9.2 If a representative member fails to attend three successive meetings of the Advisory Board, the organisation by whom he was appointed may forthwith declare his office to be vacant and his membership of the Advisory Board shall thereupon determine. Any such declaration of vacancy shall forthwith be signified in writing to the Management Board by the organisation concerned.

10. Special Meeting

- 10.1 The Chairman of the Advisory Board may call a Special Meeting at any time, and of the receipt by him of a requisition signed by at least three representative members of the Advisory Board, and setting forth the nature of the matter requiring consideration shall call a Special Meeting of the Board within seven days.
- 10.2 A notice summoning any special meeting shall have thereon the matter to be discussed at the said special meeting.