

TERMS OF REFERENCE

CALNE AREA PARISH FORUM

1. NAME

The name of the group will be **CALNE AREA PARISH FORUM**

2. PURPOSE

The forum will facilitate constructive discussion on matters relevant to the Calne Community Area and will provide a platform to raise specific concerns or issues.

The forum will enable peer support amongst parishes to build resilience and knowledge.

The forum will exist to co-ordinate issues of local and/or national concern and present these issues to the relevant authority, organisation and/or to central government.

3. MEMBERSHIP

One representative from the Parishes of Bremhill, Calne, Calne Without, Cherhill, Compton Bassett, Heddington and Hilmarton. Parishes are encouraged to send a nominated substitute if the usual representative is unavailable.

The representative should be an elected member or alternatively the clerk, if the parish so decides.

If an issue arises that requires a vote, one member from each parish council will be permitted to vote.

The forum may agree to co-opt additional representatives to act in an advisory capacity on a time limited basis. These representatives could include

Community Representatives
Peer Representatives

Additional membership (non-voting)

Wiltshire Council - Community Engagement Manager (Calne)
An employee of Calne Town Council.
Any Wiltshire Councillor representing 50% or more of the 7 Parishes.

4. TERM OF OFFICE

Each representative shall be appointed for the duration of their term of office.

If a representative ceases to be a member of their council, they will cease to be member of the forum.

5. MEETINGS & VENUE

The forum will meet at a frequency to be agreed by the forum, meetings will usually start at 12:30pm.

The venue for the meetings will usually be the Town Hall, Calne.

6. CHAIRMAN

The Chairman of the forum will be elected at the first meeting of each municipal year (May to April).

It is expected that the Chairmanship be rotated around the parishes to ensure fair and equal representation.

In the absence of the Chairman, members present will choose one member to preside over the meeting.

7. QUORUM

At least three voting members of the forum are required to form a quorum.

8. CODE OF CONDUCT

If any member of the forum has a personal and/or prejudicial interest, in any matter before the forum, that member shall declare an interest and withdraw from the forum whilst such matter is being considered. Interest will be noted in the Minutes.

9. ACCESS

Meetings of the forum may be open to members of the public and press at the discretion of the forum.

10. ADMINISTRATION

The Secretary to the forum will be either the Wiltshire Council Community Engagement Manager for Calne, a Calne Town Council employee, or a clerk from one of the 7 Parishes.

The Secretary shall:

Issue notices of meeting of the forum to the members at least three days before the date of the meeting and prepare an agenda in consultation with the chairman.

Prepare the minutes of meetings of the forum and distribute them to all members of the forum, within 10 days of the meeting and prior to the meeting which they are submitted for approval.

11. REVIEW & AMENDMENTS TO THE TERMS OF REFERENCE

A review will take place annually and any changes approved by a majority vote at the first meeting in each municipal year.

