Llandudno Business Forum

Terms of Reference

Members

* The Business Forum is open to any Llandudno based business to attend

Functions

The Forum will strive to become the business voice for all Llandudno businesses by

* Keep Llandudno businesses informed on emerging local, regional and national issues of importance. The Forum will invite organisations to meetings to update the group
* The Forum will collate issues, opportunities, challenges etc relevant to Llandudno and disseminate to wider Llandudno audience, as well as escalating to stakeholders at a county, regional and national level
* The Forum will look to hold and collate data on Llandudno, (e.g. Footfall, shop voids, tourism data, business surveys, visitor surveys) and to share this data to all Llandudno businesses
* The Forum will look to capture good practice and ideas from leading towns and cities across the world

Structure

* The group has appointed a Chair (Jon Merrick Mostyn Estates)
* The Chair will link into other Business Forum structures so as to disseminate and champion Llandudno businesses
* The Forum will be run on a simple informal basis, with the group not taking any legal status
* Key regional and national organisations will be invited to attend meetings (eg Conwy Council, College, Business Wales, Job Centre Plus)
* Secretariat for the meetings will have to come from within the group long term, short term CCBC have kindly offered to help in order to establish the group)

Relationship with other groups

* It will be important that Forum engages and cooperates with other local groups

Finances

* The Forum will not charge fees for membership, and will not be used as a vehicle for administering grants, managing accounts, so as to avoid the burden of administration

Conduct of Business

* The Forum recognizes that a broad group will hold a broad view on most issues, however when offering up a view for Llandudno the group will operate on the basis of consensus. In the event of disagreement, the Chair will seek resolution, and have the authority to make final decision

Meetings

* Meetings will be scheduled 3 meetings in advance
* The Chair will draw up an agenda and will be circulated 10 days before a meeting, all members will be asked for suggestions to the agenda prior to its circulation
* A summary of the meeting will be taken and circulated along with any other papers and information
* All discussions in the meetings are requested to be treated with confidence, thus creating an open environment to feel confident to speak freely.
* All activities will be undertaken in an atmosphere of openness and transparency

Review

An annual review (to be held every April) of Chair and TOR to ensure that both are still fit for purpose, and that the group have an opportunity to change things