

BALDERSTONE AND KIRKHOLT AREA FORUM

TERMS OF REFERENCE

Name

This terms of reference relates to the activity of the Balderstone and Kirkholt Area Forum.

Purpose

The purpose of the Area Forum is to provide a focal point for residents and businesses in the Ward to raise and comment on issues and be made aware of developments in the Balderstone and Kirkholt area.

Objectives

The purpose of the Area Forum will be supported by:

- Arranging two Area Forum meeting per year
- Providing access to Ward Councillors
- Providing access to Council Officers
- Reporting issues raised at the Area Forum to the appropriate service
- Providing updates to issues raised at the Area Forum
- Directing minutes of the Area Forum meeting to the relevant Township Committee.

Powers

The Area Forum is not a decision making body but can influence decision making by raising issues and commenting on Ward developments at meetings.

Members can invite specific Council Officers or Officers from other organisations to the Area Forum to assist discussions. However it should be understood that invited Officers are not obliged to attend. Officers may also opt to provide information in other formats.

Membership

Membership of the Area Forum shall be open to:

- Any individual living in the Ward
- Any individual working in the Ward
- Any business owner in the Ward
- The Councillors representing the Ward
- The Member of Parliament representing the Borough

Area Forum Meetings

The Balderstone and Kirkholt Area Forum is a non-party political meeting and is not affiliated to any political party.

The Area Forum shall meet two times a year.

The Township and Engagement Officer will ensure that Area Forum members will be given at least ten working days' notice of meetings.

The Township and Engagement Officer will be responsible to ensure that a true and accurate record is made of all meetings.

In the event of the Chair not being present at an Area Forum meeting a member present at this meeting will be appointed as Chair. If no member is willing to take the Chair the meeting will be cancelled.

There shall be a minimum of 5 members of the public in order for the meeting to continue.

All Area Forum meetings will commence at 1830 hours and finish no later than 2000 hours. Any extension to this will require the permission of the Chair.

Area Forum meetings will have a standard agenda which will include:

- Introduction, Apologies and Code of Conduct
- Greater Manchester Police
- Approval of the minutes, matters arising and updates
- Open Forum
- Members/Ward Funds
- Councillor Updates
- Date and time of next meeting

Any request to add additional items to the agenda should be submitted to the Township and Engagement Officer no less than fifteen working days before the date of the meeting. The Township and Engagement Officer will consult the Chair about accepting additional item(s).