



Parish and Town Council Forum

Terms of Reference

Purpose:

The purpose of the Parish and Town Council Forum (PTCF) is:

- to provide a regular opportunity for Parish and Town Councils to meet with the Lake District National Park Authority (LDNPA), to discuss issues and influence its activity.
- to provide a mechanism for Parish and Town Councils to be represented on the Lake District National Park Partnership (LDNPP) and influence its activity.

Membership:

- Any Parish or Town Council (or Parish Meeting) within the boundary of the LDNPA is eligible for membership;
- Each eligible council can nominate one representative.

Observers:

- Other people may attend meetings at the discretion of the Chair, but do not have a vote.

Chair and Vice-Chair:

- A Chair and a Vice-Chair will be appointed from the PTCF membership through a majority vote of members at the first meeting of the forum.
- They should be a nominated representative from a member parish or town council or meeting. Their role is to chair the meeting and when engaging with the National Park Partnership to represent all member parish and town councils.
- The period of office should be 2 years, after which time an election should be called.
- There is no maximum number of terms that a person can be elected as Chair or Vice-Chair.

Relationship to the Partnership

- The Chair (or Vice-Chair in the absence of the Chair) will act as the Partnership Representative for the PTCF, attending the LDNPP at its quarterly meetings. The CO of CALC will also attend the Partnership meetings but in a non-voting capacity.
- The Chair may request an agenda item(s) at Partnership meetings in order to update the Partnership on PTCF matters.

PTCF administration:

- Meetings of the PTCF are organised by CALC;
- Secretariat is provided by CALC;
- A meeting of the PTCF will be convened quarterly;
- PTCF meetings should precede Partnership quarterly meetings so that the Chair (or Vice-Chair) may report on any matters of note to the Partnership;
- The following should be standing items on the agenda:
 - Apologies,
 - Review of actions from the previous meeting,
 - Matters for the LDNPA, and
 - Matters arising;
- Any additional Agenda items that member councils would like discussed at a PTCF meeting should be forwarded to the Chair of the PTCF [add address] and the CO of CALC [calc@cumbria.gov.uk] two weeks prior to the next meeting;
- Minutes of the PTCF, once approved, are circulated to PTCF members and meeting attendees. They are available to others on request to the Partnership Team;
- Where voting is required, there will be one vote per member council.