

# **Littlehampton Business Forum**

## **Terms of Reference**

### **1. Name**

- 1.1 The name of the Forum shall be “Littlehampton Business Forum”.

### **2. Aims**

- 2.1 The main aim of the Forum will be to establish itself as a key stakeholder in Littlehampton and become a recognised consultative body on Littlehampton matters, providing a unified voice among its members; and be able to provide a partnership approach with all stakeholders with an interest and role in the Town Centre, Sea Front, River & surrounding areas.

- 2.2 Specifically, the Forum shall:

- a) Support the Littlehampton business community to establish, maintain and grow businesses and services to attract residents and visitors
- b) Help to identify and establish appropriate partnerships
- c) Help to identify and create opportunities for meaningful collaborative working
- d) Promote Littlehampton as a place for investment
- e) Help identify and remove barriers towards development
- f) Provide feedback on Arun District & Littlehampton Town Councils service quality, reporting issues through appropriate channels

### **3. Powers**

- 3.1 The Forum will have no formal powers of decision, but will act as an information gathering and lobbying body, and shall act in the capacity of a stakeholder in the pursuit of its objectives.

### **4. Membership**

- 4.1 Membership of the Forum shall be open to any employee or employer of a business or community organisation located or involved in Littlehampton area.
- 4.2 Attendance at the meeting is by Membership only; with the exception of those presenting at the request of the forum.
- 4.3 Membership are by invitation from a current member and will be processed and officially invited by the Coordinator.

4.4 Records will be kept on file of all registered members, all details held will be shared on the required agreed communication forums.

4.5 Termination of Membership is by written notification to the Forum Coordinator.

5.0 Key Roles

5.1 There will be a number of roles which will be open to Members.

5.2 Specifically these are:

Coordinator  
Security Facilitator  
Town Centre Maintenance Facilitator  
Events Facilitator  
Promotions Facilitator  
Admin Facilitator  
Sea Front maintenance  
Communicator (6-8)

5.3 Details of each of these roles is contained in a separate document.

## **6. General Meetings**

6.1 The Forum shall meet no less than six (6) times a year,

6.1.1 A Chairman shall be nominated for each meeting

6.2 The Coordinator shall be responsible for organising meeting dates, times and venues; and circulating Agendas and other related material.

6.3 Meetings shall be organised with at least 21 days written notice.

6.4 Positive and constructive conduct and behaviour will be expected at all meetings and communication exceptions to this behaviour will be addressed on an individual basis and may result in membership termination.

6.5 Feedback from the Forum, will be passed back to Littlehampton Town Centre Action Group via nominated representatives to that Group.