

## **Draft Terms of Reference**

### **Purpose**

To promote Totnes and the surrounding areas

To work with local organisations, businesses and people

To work with other destination partners (i.e membership list)

To improve the tourist experience

### **Membership**

The group consists of voluntary representatives of local organisations, businesses and people.

Further discussion needed on numbers, opening to others etc.

### **Accountability**

Representatives to report back to their groups and feed in information. Town Council to report to Councillors – Operations Committee or Full Council?

### **Review**

The purpose and output of the group will be reviewed annually

### **Working Methods**

Sub groups on selected themes as agreed by the main group

Meetings should be held monthly

The Town Council to organise the meetings

The group will elect a Chair and Vice Chair

Agenda and format requires discussion

Meeting papers should be circulated by email

Agenda just before the meeting

Minutes should be just action points and decisions circulated asap after each meeting

Pre-set meeting dates should be arranged

Non members may be invited by the group to attend

The Town Council will act as secretariat

### **Decision Making**

Show of hands majority

Quorate of 50% +

Deciding vote with Chair

Sharing materials

Information will be shared electronically

Confidential papers will be marked as such and are not for wider circulation or discussion.