

TRURO BID MANAGEMENT COMMITTEE

Terms of Reference

1 Purpose

- 1.1 The aim of the Truro BID Committee is to oversee, support and monitor the delivery of the Truro BID as outlined in the current business plan.

2 Remit

- 2.1 The Committee will oversee, support and monitor the delivery of the BID's projects including overseeing the performance and work programme of the BID Manager. This remit covers the following areas and issues:
- a) delivery of projects as outlined in the Truro BID Business Plan
 - b) expenditure against the BID budget
 - c) prioritisation of project delivery
 - d) development of partnerships to further the aims of the BID
 - e) commissioning of areas of work to outside bodies as appropriate
 - f) support delivery of projects and actions
 - g) monitoring and evaluation of projects and actions
 - h) develop procurement and other policies as appropriate
 - i) report to Totally Truro Board of Directors on a regular basis

3 Duties

- 3.1 In fulfilling its remit and purpose, the Committee will:
- a) review the performance of the BID Manager against the objectives outlined in the current business plan
 - b) support the BID Manager with the delivery of the current Business Plan
 - c) periodically report to the Totally Truro Board of Directors

4 Term

- 4.1 These Terms of Reference are effective from 1 October 2022 to the end of the current BID term on 30 September 2027.

5 Membership & Attendance

- 5.1 The Committee will be chaired by an elected Chairman.
- 5.2 In the absence of the Chairman the Committee will be chaired by a Vice-Chairman.
- 5.3 The Committee will be a balanced cross section of business / stakeholder categories consisting of a maximum of **15** members and comprise:
- a) A minimum of 60% BID levy payers and businesses in the BID area

- b) A maximum of 20% public sector members
- c) A maximum of 20% members deemed to further the cause of the BID

- 5.4 Members will serve for a minimum of one year and a nominated member's term of appointment may be renewed.
- 5.5 If any member fails to attend more than three consecutive meetings they may lose their position as a member of the Committee following a majority vote by the Committee.
- 5.7 The Chairman and Secretary, plus a maximum of two additional Committee members will serve as Directors on the Totally Truro Board of Directors.

6 Meetings & Conduct of Business

- 6.1 The Committee will meet at four times per year.
- 6.2 All meetings will be chaired by the Chairman or in his/her absence the Vice Chairman.
- 6.3 For the Committee to be a quorum at least four members including the Chairman or Vice Chairman must be present. If within half an hour of the time appointed for the meeting to commence a quorum is not present the meeting shall be dissolved.
- 6.4 Every Committee member shall have one vote on such issues that require a vote.
- 6.5 The following standing items will be included on the agenda for each scheduled meeting:
- a) attendance and apologies
 - b) minutes of last meeting, matters arising and outstanding actions
 - c) income and expenditure update
 - d) service plan update
 - e) any other business
- 6.6 The Chairman or Vice Chairman may call a special meeting of the Committee to consider important and urgent items of business.
- 6.7 The membership of the Committee will commit to:
- attending all scheduled meetings
 - championing the work of the BID
 - sharing communications and information across all members
 - making timely decisions and take action so as not to cause delay in delivery of a project
 - notifying members as soon as is practical if any matter arises which may be deemed to affect the delivery of the BID projects
 - upholding the principles detailed in the Acceptance of Appointment forms
 - declaring any conflicts of interest however minor
- 6.8 Members can be removed from the Committee for failure to uphold any of the principles outlined in the Acceptance of Appointment forms following a majority vote by the Committee.

6.9 Notification of the removal of a member shall be by letter signed by the Chairman or Vice Chairman.

6.10 If required sub-group meetings will be made when required at a convenient time for sub-group members

7 Powers

7.1 The Committee shall have the power to approve the expenditure of all Truro BID projects

8 Amendment, Modification and Variation

8.1 These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Committee members.