



## **TERMS OF REFERENCE FOR BIDEFORD HARBOUR BOARD WORKING GROUP**

### **Purposes**

To receive reports from the Operational Services Manager on issues affecting the management of Bideford Harbour and to consider such issues and make recommendations as appropriate to the Community and Resources Committee.

To establish and maintain strong links with Harbour users, the community and other stakeholders.

To uphold the principles of governance set out in the Department for Transport's "Modern Ports – a UK Policy" and "Opportunities for Ports in Local Authority Ownership" and comply with the local and national Harbour Acts and other relevant legislation.

To participate in reviews of Council policy so far as it affects Bideford Harbour.

### **Membership**

The working group shall consist of:-

5 Members of Torridge District Council including the Chair of the Community and Resources Committee

3 Members who shall not be Members of Torridge District Council but whom, because of particular expertise or interest, the Council considers should be members of the Working Group.

Initial appointments of independent members shall be for a period of 6 months and may be extended to four years, subject to review. Subsequent appointment of independent members shall be for a period of 4 years.

### **Chairman**

The Chair of the Working Group shall be the Chair of the Community and Resources Committee. The Working Group shall appoint a Vice Chair as part of the business of the first meeting and from time to time thereafter. If the Chair and Vice-Chairman are not present at a meeting, the Working Group shall appoint a Chair to act at that meeting from amongst those present.

## **Meetings**

The Working Group shall meet at least once every three months, or at such other times as may be necessary.

Meetings of the Working Group shall be open for public attendance unless exempt or potentially exempt information, within the meaning of the Local Government Act 1972 Schedule 12A is likely to be discussed, in which case, Members may vote to exclude the press and public from that part of the meeting at which such information is being disclosed or discussed.

Members of the public may speak at meetings of the Working Group only at the absolute discretion of the Chair.

## **Voting**

All members of the Working Group shall have voting rights and the Chair shall have the casting vote. All procedures, so far as they are not affected by this document, shall be in accordance with the Council's constitution.

## **Quorum**

The quorum for a meeting of the Working Group shall be 3 of whom 2 must be members of the Council.

## **Support**

The Working Group will be supported by officers from Torridge District Council including the Harbour Manager and the Operational Services Manager.

## **Other attendees**

The Working Group may invite others to participate in discussions at a meeting where the Working Group considers it appropriate to do so.