



Terms of Reference 2009

Beeston Business Forum is a partnership of Local Businesses, organisations and groups and Broxtowe Borough Council, working together to facilitate a positive dialogue between all parties in the interests of maintaining a dynamic and affluent commercial environment within Beeston.

1. The purpose of Beeston Business Forum is to:

- Promote Beeston as an excellent location in which to live, work, shop and visit.
- Foster an environment in which the business community, the Borough Council and other organisations can work in partnership to maintain the towns' prosperity.
- Offer guidance and support to business and local authority led initiatives, which it is agreed are feasible, and of benefit to Beeston town centre and its various users.

2. The Forum achieves this by:

- Encouraging collaboration between the public and private sectors and also among business themselves
- Enabling members of the business community to come together for networking and support
- Providing a voice for the business community to lobby on Beeston's behalf
- Acting as a consultative body providing dialogue between the business community and the Borough and County Councils

3. How the Forum operates

3.1. Membership

All businesses engaged in commercial activity within Beeston Town Centre are, by virtue of their commercial activity and location, members of the Forum. Membership is also open to any parties with an interest in the prosperity of the town centre. (Subject to approval by the chair and the group)

3.2 Meetings

The Group will generally meet on a monthly basis (except during summer months), on the first Monday of each month. The venue is not permanent, but members are informed at least one week in advance of meetings via invitation.

Details of any decisions to be made at meetings will be distributed with invites and agendas, to give members adequate notice.

Minutes will be taken from each meeting and distributed to members either by post or email, as well as being available on the Beeston Business Forum Website

The positions of Chair, Vice chair and Secretary are appointed on an annual basis, and must be approved by the Forum through its decision making process.

The minimum number of attendees required for a meeting to proceed is six.

3.3 Agendas

Agendas for forthcoming meetings will be drawn up two weeks after previous meetings, and items can be added to the agenda, at the chairs discretion, if submitted before this time.

Items submitted in the two weeks leading up to the meeting will be dealt with as 'Any Other Business', provided they are raised with enough time to research an adequate response.

For further information, please contact Stephanie Wilkinson at Broxtowe Borough Council on 0115 917 3989 or email Stephanie.wilkinson@broxtowe.gov.uk