

**ALTON TOWN COUNCIL
TOWN TEAM STEERING GROUP (the 'Group')
TERMS OF REFERENCE**

1 Aim

The aim of the Group is to advise and help facilitate in Alton Town Council's delivery of the Action Points contained within the economic aims and objectives of the Alton Neighbourhood Plan relating to economic function and set out in ESAP 1 and 3, and in particular to:-

- (a) market and promote the town to attract visitors and new business,
- (b) co-ordinate leisure, entertainment and cultural events within the town;
- (c) encourage town centre businesses to work together to enhance the overall retail offering;
- (d) engage with tourism and hospitality providers in order to create a positive visitor experience, including effective visitor infrastructure, signage (orientation & way-finding), and tourist information;
- (e) work with all local authorities to provide an attractive, clean, safe environment for visitors and local residents;
- (f) encourage owners and landlords of unoccupied high street property to maintain them in good decorative order and where appropriate to feature some sort of window display.

The Group is a steering group without delegated authority

2 Membership

The Group shall comprise the Chairman of Alton Town Council, an officer of or representing Alton Town Council, up to 4 representatives of the local business groups (Alton Matters, ACC&I, Alton Society, ADRA) and up to 10 business owners or managers who own or rent commercial premises within the town of Alton. The Group shall not exceed sixteen members.

3 Officers

The Group shall appoint a Chairman and a minute taker, to be elected yearly. In the event of any office being vacant, the members may make ad hoc arrangements to cover the relevant function.

4 Meetings

The Group's Terms of Reference shall be approved by Alton Town Council

- (a) There shall be no fewer than four meetings in each year.
- (b) Four members shall constitute a quorum.
- (c) The Members may establish or dissolve sub-teams as deemed necessary, agree their terms of reference, designate Chairmen, and receive their reports. These sub-groups are advisory research groups only, reporting back to the main Group
- (d) The Members shall have discretion to incorporate any further rules about procedural or administrative matters, as formally agreed and minuted from time to time.
- (e) The Terms of Reference may be amended by a majority of two-thirds of the members present and voting, provided that ten days' notice of the proposed amendment has been given to members in writing.

5 Budget

There is no devolved budget for the Group, but the Group is able to apply to Alton Town Council for project funding as required.

6 Dissolution

If the Members decide it is necessary or desirable to dissolve the Group, they shall call a meeting of all members with not less than twenty-one days' notice, informing them of the proposed dissolution. The proposal will be carried if approved by at least two-thirds of those present and voting.