



ROYAL TUNBRIDGE WELLS TOWN FORUM

Proposed Structure

It is proposed that:

- The Chair of the Forum will be elected annually.
- There will be two Vice Chairs for 2006/07, also elected annually, with the next Chair to be selected from one of these two – further definition of the responsibilities of each Vice Chair will be required.
- There will be a Forum Cabinet comprising the Chair, the two Vice Chairs and the Chairs of each standing sub committee.
- The Cabinet will meet once per month.
- There will initially be five standing sub committees each with a maximum of five members and a minimum of three.
- The initial six standing sub-committees will be – Town Forum Strategy, Transport, Townscape and Streetscene, Blue Sky, and Housing and Environment.
- The Forum will outline the in principle Terms of Reference for each sub committee but detailed ToRs are to be developed by each sub-committee and approved by full Forum.
- The Chair of each sub committee may speak for the Forum on issues within their detailed ToRs after discussions with the Press Officer.
- Although individual members may be on more than one sub-committee, it is preferable that no one person Chair more than one sub-committee except on a transitional basis.
- The membership of each standing sub-committee should include one TWBC Councillor.
- The continuation of the standing sub-committees is to be reviewed every six months.
- All members of the Forum may be required to join and actively participate in at least one sub committee although if there are more members than places on sub-committees there will have to be a waiting list.
- In order to ensure that the membership of each sub-committee is as appropriate as possible there will be a skills self-assessment required from each Forum member.
- Press Releases and press contacts are to be handled through a single appointed Press Officer in conjunction with the Chair and/or Vice Chair and sub-committee Chairs where appropriate.
- Each sub-committee will, on a rolling cycle, put a brief paper to the entire Forum on the most important issues that they have addressed and that remain so that the Forum can consider and discuss.

Matt Goodwin
14 September 2006

PRESS OFFICER – JOB DEFINITION

1. The Press Officer is the spokesman of the Town Forum; only he/she will speak to the Press unless the Chair, Vice Chair and/or sub-committee Chairs have been invited to give Press interviews.
2. In the event that the Chair, Vice Chair or sub-committee Chairs are speaking to the Press they must agree the message in advance with the Press Officer.
3. The Press Officer is responsible for providing highlight information from Town Forum meetings to Diane Talbot at TWBC, for drafting post-meeting Press Releases.
4. The Press Officer is responsible for reviewing and revising Press Releases with Diane Talbot and for agreeing the final version of the Press Release with the Chair/Vice Chair before issue.
5. The Press Officer is responsible for developing and nurturing contacts with the TW Courier, the Kent Messenger and KMFM.

Matt Goodwin
September 2006