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Committee for Business and Innovation (CBI) Charter

2019 – 2020

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**PART 1. PURPOSE**

The Committee is appointed by Burlescombe Parish Council (BPC) to assist the Council in its (i) commercial and enterprising activities, (ii) responding to business focused initiatives, and (iii) the seeking and undertaking of materially beneficial opportunities.

 **PART 2. MEMBERSHIP**

1. The Committee shall be comprised of at least three members appointed by Burlescombe Parish Council. Committee members shall serve at the pleasure of the Council and for such term as the Council determines. The Council shall designate one Committee member as the Committee's chair (“the Chair”).

**PART 3. OPERATIONS**

1. The Committee shall hold regular meetings at least four times per year and report to the Council on a regular basis. Meetings shall include any participants the Committee deems appropriate and shall be of sufficient duration and scheduled at such times as the Committee deems appropriate to properly discharge its responsibilities.
2. The meetings of the Committee for Business and Innovation (CBI) will not permit public and press attendance and will not be required to give advanced public notice.
3. The Committee may form and delegate to one or more subcommittees all or any portion of the Committee’s authority, duties and responsibilities, and may establish such rules as it determines necessary or appropriate to conduct the Committee’s business.
4. The Committee shall have direct access to, and complete and open communication with, the Council’s councillors and may obtain advice and assistance from internal legal or other advisors to assist it. The Committee may also retain legal or other advisors as deemed appropriate by the Council.
5. The Council shall provide for appropriate funding to the Committee, for the payment of (i) ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties and responsibilities and (ii) remuneration to legal and other advisors retained by the Committee.
6. The Committee shall review and assess annually its performance and report the results to the Council.
7. The Committee shall review and assess annually the adequacy of this charter and, if appropriate, recommend changes to the charter to the Council.

**PART 4. AUTHORITY, DUTIES AND RESPONSIBILITES**

1. The Committee is hereby granted the authority, duty and responsibility to:
	1. assist bodies such as the Citizens Advice Bureau (CAB) in advising individuals and by making or receiving communications or by providing representation to or before any body or person in asserting an individual’s rights or obligations, in accordance with the *Local Government Act of 1972, Section (126)*;
	2. provide and encourage the use of conference facilities, in accordance with the *Local Government Act of 1972, Section (144)*;
	3. provide and equip buildings for use of clubs having athletic, social, or educational objectives, in accordance with the *Local Government (Miscellaneous Provisions) Act of 1976, Section (19)*;
	4. enable the provision of entertainment and support of the arts, in accordance with the *Local Government Act, Section (145)*;
	5. accept gifts, in accordance with the *Local Government Act of 1972, Section (139)*;
	6. provide buildings for offices and for public meetings and assemblies, in accordance with the *Local Government Act of 1972, Section (133)*;
	7. subscribe to local government associations, in accordance with the *Local Government Act of 1972, Section (143)*; and,
	8. contribute to organisations(s) encouraging tourism, in accordance with the *Local Government Act 1972, Section (144)*.

**PART 5. REPORTING**

1. The Committee for Business and Innovation (CBI), through its Chair, will provide appropriate written reports to the Council on its activities and issues arising. In particular, the Committee for Business and Innovation (CBI) will provide an annual report to the Council regarding the effectiveness and viability of the Council’s commercial activities and commitments.

**PART 6.**  **CHARTER AMENDMENTS**

1. These Terms of Reference and the effectiveness of the Committee for Business and Innovation (CBI) will be reviewed annually. Any changes that are considered necessary will be recommended to the Council by the Committee for approval.