

# Kirkby Town Board

<b>Terms of Reference</b>	
<b>Project</b>	Kirkby Town Board
<b>Role</b>	To oversee the Kirkby Long-term Plan for Towns programme
<b>Chair</b>	Interim Chair – Martin Rigley
<b>Vice Chair</b>	TBC
<b>Membership</b>	<p><b>Voluntary and Community Sector</b>            Roy Lewis/ Toby Metcalf – KARA (Kirkby Area Residents Association)            Pauline Stojanovic – Our Centre            Teresa Jackson – Ashfield Voluntary Action (AVA)            Pete Edwards - Ashfield Health &amp; Wellbeing Partnership            Stewart Nubley - Ashfield Spartans Boxing Academy</p> <p><b>Local businesses</b>            Nicola Charles - Boyes            Alan Cooke – Showstoppers Ltd.            Mark Cawar – Feather Partnership</p> <p><b>Education &amp; Health</b>            Dianne Holmes – ATTFE            Louise Knott – West Notts. College            Amy Fox - Portland Pathways            Fiona Johnson - Nottingham Trent University            Peter Cribb - Inspire - Culture, Learning, Libraries            TBC – NHS/ Integrated Care Board</p> <p>Katie Roberts – Everyone Active (Leisure Operator)</p> <p><b>Elected members</b>            Cllr Zadrozny, Member for Nottinghamshire County Council (Leader of Ashfield District Council)            Cllr Matthew Relf, Executive Lead Member for Growth, Regeneration and Local Planning, Ashfield District Council            Chris Huskinson, Member for Kirkby, Ashfield District Council            Lee Anderson, MP            Caroline Henry, Dan Howitt - Police and Crime Commissioner</p> <p><b>Support Officers – Ashfield District Council</b>            Sarah Daniel, Assistant Director – Regeneration            Christine Sarris, Assistant Director – Planning            Andrea Stone, Wellbeing Manager            Paul Crawford, Investment Manager            Trevor Middleton, Town Centres Manager            Tracey Bird, Wellbeing Officer            John Bennett, Executive Director for Place, Ashfield District Council</p>

	Joelle Davies, Nottinghamshire County Council
<b>Direction from</b>	Department for Levelling Up, Housing and Communities (DLUHC), Ashfield District Council as Accountable Body
<b>Direction to</b>	Kirkby Town Board subgroups
<b>Communication to</b>	Discover Ashfield Board Ashfield District Council Kirkby Town Board subgroups
<b>Meeting Frequency</b>	Every 4-8 weeks
<b>Quorate requirement</b>	1/3 of members
<b>Minuted by</b>	Ashfield District Council

## General Responsibilities

The Town Board is responsible for developing the Long-Term Plan, working closely with local people.

The Town Board is a community-led institution that builds civic capacity in the town.

The Town Board should drive the priorities for investment, identify where the powers set out in the policy toolkit can be maximised to deliver change and steer the long-term vision for their town, in conjunction with the local community.

The Town Board, supported by the local authority, will develop a 10-year vision, a single Long-Term Plan and a 3-year investment plan to be submitted to DLUHC (Department for Levelling Up, Housing and Communities) on or before 1 August 2024.

The Town Board should be transparent with local people throughout the programme as to how they are investing money and using their powers, working closely with the local authority.

The Town Board will oversee the delivery of projects within the Long-term Plan.

## Governance requirements

[Link to guidance](#)

### 1. Transparency

In line with the principles of public life, the operations of the Town Board must be transparent.

The Town Board should publish membership and governance arrangements (including minutes of meetings and decision logs) on the lead council's website.

We expect Town Boards to meet quarterly and to publish:

- a documented decision-making process outlining the voting rights of the board
- profiles of board members
- all board papers in advance of the meeting within 5 working days
- draft minutes of meetings following the meeting within 10 working days

- final minutes, once approved by the board within 10 working days
- any conflicts of interest reported, within the published minutes

Town Boards should follow lead council governance and finance arrangements when considering private reports, with the default position being that all papers are open to the public.

## **2. Code of conduct**

All Town Board members should sign up to a code of conduct based on the Seven Principles of Public Life (the Nolan Principles).

There should be clear processes for managing conflicts of interests (both commercial, actual, and potential) in decision making, which apply to all involved with the work of the Town Board.

## **3. Declaration of interests**

The lead council should provide guidance on:

- the financial and non-financial interests individuals must declare
- the process Town Board members must follow for declaring interests
- the process for requesting an exemption

Town Board members must then complete a declaration of interests, which the lead council will then hold. This can be in a format the lead council already uses.

Town Board members are responsible for declaring their interests before the Town Board considers any decisions. The lead council must record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Town Board or individual members

**Approved Date:**

**Signed by Chair:**