



**Buckingham Town Council**  
**Terms of Reference**

**Date Agreed: 17/05/2021**  
**Minute Number: 22/21**  
**Prepared by:**  
Paul Hodson  
**Version: 1.1**

### **Name**

1. The Working Group shall be known as the **ECONOMIC DEVELOPMENT WORKING GROUP**

### **Membership**

2. Membership of the Work Group is open to any Councillor who wishes to be a member
  - 2.1. Councillors who are not Members of the Working Group may attend the meeting, but will have the same rights as a member of the public.
3. That a Member of the Buckingham Society and the Traders Association are co-opted onto the Working Group.
4. That any other interested member of the public can be co-opted onto the Working Group at its meetings.
5. The Working Group shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### **Chair/Chairman**

6. The Working Group shall elect a Chair/Chairman at the first meeting after the Annual Town Council Meeting. The Chair/Chairman's period of office is for one year.
7. The Working Group shall elect a Vice-Chair/Vice-Chairman at the first meeting after the Annual Town Council Meeting. The Vice-Chair/Vice-Chairman's period of office is for one year.
8. The Chair/Chairman if present shall Chair the Working Group meeting.

### **Conduct of the Meeting**

9. All meetings of the Economic Development Working Group shall be convened in accordance with the Town Council's standing orders and current legislation.

### **Area of Operations**

10. The Working Group shall be responsible for and have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:  
Economic Development
11. In addition to the areas of operation above the Economic Development Working Group has the following responsibilities:
  - o To work with other stakeholders to aid in the economic development of the town
  - o Liaising with businesses to create a strong cohesive voice for the town

- Devising an economic strategy and other policies to ensure the town is thriving, once completed to undertake the actions outlined within the strategy and policies
- Implementing projects to ensure Buckingham is a better place to visit and work
- Encouraging businesses to relocate into Buckingham
- Development of marketing strategies for the town
- Applying for funds from external bodies to address these areas, and spending any funds received.

### **Further Information**

12. The Working Group has authority to proceed with all items within its budget, but must refer to the Planning Committee when non budgeted expenditure is anticipated.
13. The Working Group shall appoint working groups as and when it is deemed necessary and shall set out Terms of References for those bodies