

BRENTWOOD BOROUGH RENAISSANCE GROUP

[insert cluster name]

This Trader Cluster Group is to be known as [insert cluster name].

TERMS OF REFERENCE AND GOVERNANCE

1. Introduction

- a. These Terms of Reference govern the remit and operations of [insert cluster name]. It is designed to support the Brentwood Renaissance Group by providing trader related input from the Cluster's immediate trader environs.
- b. The [insert cluster name] has no direct delegation authority from the Brentwood Renaissance Group.
- c. The [insert cluster name] is required to hold regular local meetings with traders in its immediate environs with a view to supporting, co-ordinating and recommending matters to improve the trading environment in the area specifically covered by [insert cluster name] keeping all matters inside the overall remit of the Brentwood Renaissance Group which is mandated to improve the environment of the Town Centre and shopping areas to maximise footfall, tourism, sustain economic growth and maintain and improve customer experience and satisfaction. Reporting requirements for this purpose can be found in (1)(e) below. Each Cluster is to ensure that it has enough traders in its Cluster to be as representative of local traders in so far as is possible.
- d. The [insert cluster name] will provide one representative to attend each meeting of the Brentwood Renaissance Group.
- e. The [insert cluster name] is required to submit a written report on relevant trader raised issues, within the Terms of Reference of The Brentwood Renaissance Group, two weeks before each meeting of the Brentwood Renaissance Group.
- f. The [insert cluster name] is authorised to consult with the Brentwood Chamber of Commerce and the Federation of Small Businesses on matters affecting trader issues.

2. Aim of the [insert cluster name]

- a. The aim of [insert cluster name] is to assist The Brentwood Renaissance Group with its influence and vision shaping for the town centre, other local shopping areas and parades.
- b. Where applicable the [insert cluster name] may be asked by the Brentwood Renaissance Group to oversee implementation of approved projects and report ongoing progress/monitoring of same.

3. Membership of [insert cluster name]

- a. Membership of [insert cluster name] is restricted to traders in the immediate environs of the Cluster location agreed with the Brentwood Renaissance Group from time to time.

- b. Included in (3)(a) above will be independent organisations, individuals, public sector organisations and local businesses together with relevant local and county councillors.

4. Agenda and Minutes

- a. Agendas for meetings of the Cluster must be published at least one week in advance of the meeting.
- b. To facilitate the support of The Brentwood Renaissance Group the agendas are to be copied to the Chairperson and Deputy Chairperson.
- c. Minutes of Cluster meetings will be published to the Brentwood Renaissance Group and members of *[insert cluster name]* within two weeks of the meeting taking place and in accordance with (1)(e) above and should be submitted to the website of the Brentwood Renaissance Group under the relevant Cluster sub-section.

5. Meetings

- a. Each meeting will appoint an acting chairperson;
- b. Each meeting must have minutes taken;
- c. At each meeting all verbal or written trader input must be allowed to be given with no censorship thus ensuring traders from the environs of the *[insert cluster name]* has the opportunity to make comment and to contribute to the discussions at meetings. Every item will be discussed openly and in a professional manner before a recommendation or bid is made to the Brentwood Renaissance Group. It is the responsibility of the acting Cluster Chairperson to give sufficient opportunity for this to occur within the meetings.
- d. The Brentwood Renaissance Group reserves the right to have a representative in attendance at any meetings of *[insert cluster name]*.
- e. The venue(s) for meetings of *[insert cluster name]* should be arranged at a local venue that is practicable for Cluster members to attend thus Cluster meetings will be at a local level.

6. Pecuniary and non-Pecuniary Interests

- a. Any member of *[insert the cluster name]* with either a pecuniary or non-pecuniary interest in any matter before the *[insert cluster name]* in particular or the Brentwood Renaissance Group in general is required to declare this at the start of any meeting.
- b. Any member of *[insert the cluster name]* with either a pecuniary or non-pecuniary interest in any matter before the *[insert cluster name]* in particular or the Brentwood Renaissance Group in general who has a non-pecuniary interest in any matter shall disclose that interest, and the precise nature of that interest, but may remain at the Cluster meeting and speak on the matter concerned. If however the interest is pecuniary the individual shall declare the precise nature of the interest and withdraw from the Cluster meeting whilst the matter of interest is dealt with.
- c. For the avoidance of doubt the definitions of pecuniary interests will be as set out in Brentwood Council's Code of Conduct for members.

7. Voting and Recommendation Making

- a. Recommendations of the Cluster shall be made by the Cluster members present at a meeting collectively. Recommendations will therefore be taken democratically

through a system of voting in respect of matters/items needing a recommendation or agreement. This will be done through a simple majority on a show of hands.

- b. In the case of equality of votes the acting Chairperson shall have a second or casting vote. Any Cluster member dissenting from a recommendation shall be entitled on request to have his/her/their name recorded in the minutes as having so dissented.

8. Funding and accountability

- a. For the avoidance of doubt a Cluster member of the Brentwood Renaissance Group will have no Cluster funding made available.
- b. Each person attending a Cluster meeting will do so as an unpaid volunteer.
- c. The Brentwood Renaissance Group may, in accordance with item (8.1) of its Terms and Conditions, ask *[insert cluster name]* to assist in the Group's financial independence by assisting with sourcing support, income and funding from outside Brentwood Borough Council grants by exploring new ways of working and operational models

9. Communications and Consultations

- a. From time to Time the Brentwood Renaissance Group may become involved in a matter that requires input from a Traders Cluster as part of an overall consultation process. The Brentwood Renaissance Group may involve a Traders Cluster in an active way and request guidance feedback. Such communications will normally be dealt with by email to the contact centre of a Traders Cluster.
- b. Each Trader's Cluster can be consulted by the Brentwood Renaissance Group on overall or specific branding and marketing initiatives to create trade recognition raise awareness and generate interest in Brentwood and its environs and its retail and tourism offerings.
- c. The *[insert cluster name]* is not authorised by the Brentwood Renaissance Group to undertake media releases.

10. Website

- a. The *[insert cluster name]* is responsible for the population, origination and updating of its part of the website of the Brentwood Renaissance Group.
- b. Information contained in each Cluster's part of the website must conform to policy outlined in (1)(c) above.