



## **TWINNING COMMITTEE TERMS OF REFERENCE**

- Membership:** 4 Councillors and Ex-officio
- Non-councillor:** Up to three members of the Hebden Bridge Twinning Society
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

### **1. Introduction**

- 1.1 To establish regular and effective communication with the existing twinning groups and the representatives of the twin towns of St Pol Sur Turnoise and Warstien, and to foster a positive and collaborative relationship with them.
- 1.2 To raise awareness and understanding of the history, culture, and achievements of the twin towns among the residents and businesses of Hebden Royd, and to celebrate the diversity and commonalities that link them.

### **2. Membership**

- 2.1 The Twinning Committee shall consist of four Town Councillor to be elected annually at the first meeting following the Annual Meeting of the Town Council.
- 2.2 The Mayor is Ex-Officio on this Committee
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.5 The Chair and Deputy-Chair are to be elected annually at the first meeting of this Committee (Following the Annual Meeting of the Town Council) and shall hold office for the council year.
- 2.6 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Twinning Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are permitted in the event of a member's absence from a meeting of the Twinning Committee. The member unable to attend must arrange their own substitution and notify the Town Clerk by 5pm on the day of the meeting.

### **3. Meetings**

- 3.1 Meetings will be called as required in accordance with planned Twinning activities and events.
- 3.2 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

### **4. Documentation**

- 4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee are available to Full Council on request.
- 4.3 All correspondence shall be conducted through the Town Clerk.

### **5. Scope**

- 5.1 Work in partnership with the Hebden Bridge Twinning Society.
- 5.2 Publicise and promote Hebden Royd 's twinning relationships to residents and businesses to secure greater interest and engagement.
- 5.3 Enhance our existing Twinning arrangements to maximise the benefits for Hebden Royd residents.
- 5.4 Make recommendations to the Council on any future formal twinning arrangement or similar link.
- 5.5 Consider opportunities to deliver economic, educational, cultural and sporting benefits to Hebden Royd through twinning arrangements, including in terms of tourism and inward investment.

### **6. Review**

- 6.1 The Twinning Committee's Terms of Reference are to be reviewed annually at the first meeting of the Twinning Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or practice.