



Arts, Culture and Media Forum

Terms of Reference

1 Purpose

To provide a forum for improving communication between Arts Culture and Media providers and practitioners, developing partnerships with other interested parties and facilitating the holistic development of arts culture and media in the County Borough of Merthyr Tydfil.

2 Objectives

- i. To enhance the collective voice of Arts Culture and Media providers and practitioners in the planning of services.
- ii. To identify deficiencies in Arts Culture and Media provision.
- iii. To support and develop new and existing provision.
- iv. To provide an information exchange.
- v. To facilitate discussion with funding bodies
- vi. To provide opportunities for liaison and consultation with statutory and private organisations
- vii. To respond to and make contributions to appropriate arts culture and media strategies on a collective basis.
- viii. To promote the use of Arts Culture and Media as a tool in the regeneration of the County Borough
- ix. To recognise that Wales, and Merthyr Tydfil, have a broad range of cultural reference points, including both English and Welsh as official languages of Wales, together with other minority cultures.
- x. To promote the use of Arts Culture and Media as an effective method for inclusion of diverse and marginalized groups within Merthyr Tydfil, including those with disabilities, mental health issues etc.

3 Membership of the Forum

The full Forum membership shall be open to all organisations that have an interest in arts culture and media. It shall also be open to individuals who can demonstrate an interest in and commitment to arts culture and media.

Members who are unable to commit to regular forum meetings will still be eligible to participate via communication methods to be agreed.

4 Chairperson / Vice-Chair

A Chair and Vice-chair shall be elected from the full membership of the Forum. The term of office shall be one year with a term limit of three consecutive years.

Nominations for the appointment of Chair/Vice-chair shall be sought in writing from the membership of the Forum. If an election is required the voting shall be by ballot at the appropriate meeting. Each full member represented shall have one vote.

5 Secretariat

The secretary of the Forum shall be a staff member of Voluntary Action Merthyr Tydfil and the Arts Development Officer of MTCBC jointly. Both organisations shall share responsibility for taking minutes of the meetings, giving notice of the meetings to the membership of the Forum. The agenda of the meeting shall be agreed with the Chair in advance.

6 Frequency of Meetings

The Forum shall meet on no less than six occasions per year.

7 Working Groups

The Forum shall appoint working groups as and when necessary. The deliberations of working groups must be reported to full Forum meetings.

8 Review and Evaluation

The Forum shall review the terms of reference of the Forum and the effectiveness of the Forum at least every two years. An initial review will take place six months after 29 November 2005.

January 2008