

City of Durham Parish Council

Business Committee Terms of Reference

1. Council has created the Business Committee, consisting of six members, and will appoint members of the Council to the Business Committee at the Annual Meeting in May, or as it sees fit. A quorum for this Committee will be no less than three members. It has assigned to the Business Committee the following terms of reference: -

2. That meetings be held as and when required but at least bi-monthly

Subject to the approval of the Council and an annual review at the May annual meeting of the Council, the Committee may co-opt up to two non-Councillors who represent a specific area of interest or to provide informed contributions relating to the Committee's Terms of Reference.

Co-opted non-Councillors have the right to any document to be discussed or considered by the Committee. Their appointment is governed by the Council's Standing Orders.

POWERS AND DUTIES

a) To consider and make recommendations to the Council in relation to any appropriate activities the Council may wish to undertake to market Durham as a place for businesses to trade.

b) To work and liaise with key stakeholders to enhance the business offer within Durham, in particular promoting the daytime and early evening economy.

c) To work with key stakeholders to identify opportunities to regenerate empty retail units or areas.

d) To consider and make recommendations to the Council in relation to any matters which the business community feel adversely impact on their trading, e.g. law and order issues, drugs and alcohol, homelessness, etc.

e) In so far as it impacts on business trading in the area, to consider and make recommendations to the Council in relation to all matters pertaining to vehicular parking.

f) Where appropriate, to represent the interests of the business community across the entire parish area, who form a vital part of the community of Durham.

g) To advise and make recommendations to the Council and work with key stakeholders to ensure that all temporary events aimed at promoting Durham are also to the benefit of all local traders.

h) To advise and make recommendations to the Council in relation to its own procurement practices, to ensure that goods and services required are sought locally wherever possible.

i) To promote sustainable business in Durham, if necessary, to consider the appointment of external advisors to advise and support the Committee in its work.

j) To develop and enable effective two-way communication between the business community and local residents.

k) To assist in the implementation of the Neighbourhood Plan, in so far as it relates to business issues.

l) To respond on all matters of general importance affecting the business community in its area and to consider and comment on any policies or procedures of any other agencies in relation to any issue of impact.

m) To make appropriate representations to any relevant agency in relation to any incident, event or action which, in the opinion of the Council, is detrimental to the business community in its area.

n) To organise and manage events on behalf of the Parish Council.

o) To work in partnership with other stakeholders, including the BID, Durham University and Durham County Council, to promote Durham's leisure, business and tourism economies.

Within the budget agreed from time to time by the Council to engage appropriately qualified individuals or bodies to assist the Committee in exercising the powers set out above.

Reference

*within the terms of reference 'business community' refers to all businesses, including the indoor and outdoor market traders as well as those businesses offering services and not just goods.

Date adopted: July 2025

Date to be reviewed: May 2026