

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	6 December 2011.
<b>NAME OF ORGANISATION</b>	Maidstone Town Centre Management Ltd
<b>TYPE OF ORGANISATION, eg Charity</b>	Company Limited by Guarantee.
<b>CONTACT DETAILS</b>	<p><b>NAME:</b> Graeme Wyles Company Secretary</p> <hr/> <p><b>ADDRESS</b> Maidstone Town Centre Management Ltd The Mall Pads Hill Maidstone ME15 6AT</p> <hr/> <p><b>TELEPHONE NO:</b> 01622 678777 Mobile: 07919050430</p> <hr/> <p><b>EMAIL:</b> ibutler@maidstonetowncentre.com</p> <hr/> <p><b>WEBSITE:</b> <a href="http://www.maidstonetowncentre.com">www.maidstonetowncentre.com</a></p>
<b>Mission and Objectives of Organisation</b>	<p>To enhance the standing of Maidstone as the Regional Capital of Kent.</p> <p>Through strong partnership with the Public and Private Sectors support, develop and work towards:</p> <ul style="list-style-type: none"> <li>• Improved access for all,</li> <li>• Economic development,</li> <li>• Reduction in crime and fear of crime,</li> <li>• Promotion of Maidstone as a business leisure, shopping and tourism centre, and</li> </ul> <p>Improvement in and of the physical environment.</p>
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	DIRECTOR
<b>What do you hope to achieve through the relationship?</b>	Strengthen the existing good relationship with Maidstone Borough Council.
<b>How often does the Organisation meet?</b>	There are 5 Board Meetings per year. Additionally, our Working Groups meet, virtually, monthly.
<b>Desirable skills and experience from the Council's representative</b>	<p>Experience and/ or an understanding of Business operations and drivers is an advantage.</p> <p>The ability to think creatively and/or strategically.</p> <p>Good communication skills.</p>
<b>Terms of Reference Attached?</b>	See attached Schedule which records our Governance structure.

# **Outside Bodies - 'Job Specification' Form**

Name of Organisation	MAIDSTONE TOWN CENTRE MANAGEMENT LTD (ADVISORY GROUP)	
Type of Organisation e.g. charity	COMPANY	
Contact Details	Name	BILL MOSS
	Address	TOWN CENTRE MANAGER MTCM LTD PADS HILL MAIDSTONE NE15 6AT
	Telephone number	01622 678777
	Email	INFO@MTCM.CO.UK
	Website	IBUTLER@MTCM.CO.UK
Mission and Objectives of Organisation	SEE COMMENTS IN YOUR SUMMARY PAPER FOR MTCM LTD. ADVISORY GROUP REMIT IS TO COMMENT ON TCM STRATEGY / PLANS FOR TOWN CENTRE	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	TO GIVE HONEST FEED BACK AND TO INPUT BOROUGH COUNCIL THINKING TO TCM PROPOSALS	
What do you hope to achieve through the relationship?	ANOTHER STRONG PARTNERSHIP BETWEEN MTCM AND BOROUGH COUNCIL	
How often does the Organisation meet?	6 MONTHLY	
Desirable skills and experience from the Council's representative		
Terms of Reference Attached?	NO	
Any other information the Organisation wishes to add?		

### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	Maidstone YMCA	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Bryan Price, Chair
	Address	Maidstone YMCA  Tovil Children's House Barfreston Close, Tovil Maidstone, ME15 6FG  Home: 458 Loose Road, Maidstone, ME15 9UA.
	Telephone number	Office: 01622 682128 Home: 01622 743372
	Email	admin@maidstoneymca.org.uk
	Website	www.maidstoneymca.org.uk/
Mission and Objectives of Organisation	Meeting the needs of young people since 1844: the YMCA is a Christian charity committed to helping young people, particularly at times of need, regardless of gender, race, ability or faith. A more detailed statement is attached.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	<p style="text-align: center;">Trustee</p> <ul style="list-style-type: none"> <li>➤ to be a Full Member of MYMCA</li> <li>➤ to attend all Board Meetings</li> <li>➤ to attend Board Development Sessions</li> <li>➤ to attend a Board Strategy Day (normally 1 day a year)</li> <li>➤ to be an Ambassador for Maidstone YMCA</li> </ul>	
What do you hope to achieve through the relationship?	That the trustee informs the Board of Council and local activities and issues; and that the Trustee informs the Council of Maidstone YMCA activities and issues.	
How often does the Organisation meet?	The Board meets 10 times a year, with additional mini-Board meetings to progress major projects.	
Desirable skills and experience from the Council's representative	An awareness of, and interest in, the needs of young people in the Maidstone area.	
Terms of Reference Attached		
Any other information the Organisation wishes to add?	<p>The Board should comprise of around 12 people who bring a range of skills in order to govern the work of the charity.</p> <p>We are a charity working with the help and support of local authorities and other partners with shared aims and objectives.</p>	

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Mid Kent Downs Steering Group	
Type of Organisation e.g. charity	Multi-Agency Group	
Contact Details	Name	Gill Gymer
	Address	Maidstone Borough Council King Street Maidstone Kent ME15 6JQ
	Telephone number	01622 602023
	Email	<a href="mailto:gillgymer@maidstone.gov.uk">gillgymer@maidstone.gov.uk</a>
	Website	
Mission and Objectives of Organisation	<p>The Mid Kent Downs Steering Group is a multi agency group working towards improving the quality of life and environment within the Mid Kent Downs (bounded by Boxley Parish in the West and Stalisfield Parish in the East). The Group has a membership which includes Kent County Council, Maidstone Borough Council, Swale Borough Council, Ashford Borough Council, Kent Association of Parish Councils, local Parish Council representatives, National Farmers Union, Countryside Agency, Kent Wildlife Trust, English Nature, Hollingbourne Society, North Kent Downs Society and the Country Landowners Association.</p> <p>The work of the Mid Kent Downs Project is reported to the Mid Kent Downs Steering Group. The Memorandum of Agreement is attached.</p>	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	The role of the nominated representative is to further the aims of MKDSG and to represent the Borough Council on the group.	

What do you hope to achieve through the relationship?	MKDSG started life as an initiative by an MBC Councillor to improve the quality of life and environment within the Mid Kent Downs. This has resulted in a group with representatives from diverse organisations who all have similar objectives but who have a greater impact by working together.
How often does the Organisation meet?	Four times a year
Desirable skills and experience from the Council's representative	An interest in countryside matters and the quality of life and the environment within the Mid Kent Downs.
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	By bringing together a diverse group with similar interests it has been possible to move forward and support a number of initiatives (Boxley Warren, Quiet Lanes proposals).

### Outside Bodies - 'Job Specification' Form

Name of Organisation	KCC Youth Advisory Group	
Type of Organisation e.g. charity	KCC	
Contact Details	Name	Angela Ford
	Address	Mid Kent Angela Ford Area Youth Officer Mid Kent Education Office Bishops Terrace Bishops Way Maidstone ME14 1AF
	Telephone number	
	Email	angela.ford@kcc.gov.uk
	Website	
Mission and Objectives of Organisation	<ul style="list-style-type: none"> <li>- To lead on Youth Work in Maidstone</li> <li>- A place where young people can discuss things up issues</li> <li>- To involve; voluntary sector, public + community</li> </ul>	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Member	
What do you hope to achieve through the relationship?	Further services for young people in Maidstone with all partners	
How often does the Organisation meet?	4 times a year	
Desirable skills and experience from the Council's representative	Positive attitude towards young people Ability to work at different levels and to a range of agendas	
Terms of Reference Attached?	Redrafted in draft version until after Sept.	
Any other information the Organisation wishes to add?		

### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	Action with Communities in Rural Kent	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Miranda Hayes
	Address	The Old Granary Penstock Hall Farm Canterbury Road East Brabourne Kent TN25 5LL
	Telephone number	01303 813790
	Email	Miranda.hayes@ruralkent.org.uk
	Website	www.ruralkent.org.uk
Mission and Objectives of Organisation	A registered charity which exists to improve the quality of life for local communities and to encourage the development of thriving, diverse and sustainable communities throughout Kent and Medway.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Observer	
What do you hope to achieve through the relationship?	To observe on behalf of Maidstone Borough Council	
How often does the Organisation meet?	One per year – usually September	
Desirable skills and experience from the Council's representative	A knowledge of rural policies, strategies and to be a rural advocate at LA level	
Terms of Reference Attached?		
Any other information the Organisation wishes to add?		

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	19 <sup>th</sup> November, 2013-11-19
NAME OF ORGANISATION	Maidstone Area Arts Partnership
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: Linda Anderson</p> <hr/> <p>ADDRESS 12 Cavendish Way, Bearsted Maidstone Kent ME15 8PN</p> <hr/> <p>TELEPHONE NO: 01622 631586</p> <hr/> <p>EMAIL: 1@linjoy12.plus.com</p> <p>WEBSITE: www.maidstineareaartspartnership.org.uk</p>
Mission and Objectives of Organisation	<p><b>OUR VISION</b> Individuals and communities in Maidstone flourishing through the contribution of Arts and Culture</p> <p><b>OUR MISSION</b> To represent and promote arts and culture in Maidstone and participate as a proactive partner in its artistic and cultural development</p> <p><b>KEY OBJECTIVES</b></p> <ul style="list-style-type: none"> <li>• Help members flourish</li> <li>• Fully represent arts organisation in the Maidstone area</li> <li>• Improve public awareness of artistic and cultural activities and its benefits to individuals and communities</li> <li>• Contribute to development of artistic and cultural initiatives for individual and wider community benefit</li> <li>• Partner with key agencies to implement artistic and cultural initiatives for individual and wider community benefit</li> <li>• Secure financial viability</li> </ul>
Role and responsibility of the Council representative eg Observer, Trustee, Director	<p>Observer +</p> <p>To report to the partnership activities proposed or being undertaken by MBC that are pertinent to the aims and objectives of MAAP.</p> <p>To provide feedback and where appropriate take action on issues raised by MAAP members.</p> <p>To advise MAAP on proposed actions so that they are mutually beneficial to MBC, the wider community and MAAP</p>
What do you hope to achieve through the relationship?	Recognition of the role that the arts can make to realising the aspirations of MBC and its residents.



	Mutual support in realising each others aims and objectives
How often does the Organisation meet?	Quarterly, plus ad hoc meetings of working parties
Desirable skills and experience from the Council's representative	<p>Knowledge of a range of MBC activities including but not limited to community development and economic regeneration.</p> <p>Ability to communicate MBC position to partner organisations</p> <p>Support for the arts and an Aability and desire to present MAAP concerns effectively within MBC</p> <p>Ability to attend evening meetings</p>
Terms of Reference Attached?	NO – Do not exist
Any other information the Organisation wishes to add?	<p>MAAP take an active role in the Town Team, supporting all sub teams and taking a lead on most projects.</p> <p>MAAP are also promoting the use of the arts to enhance individual and community wellbeing. They are doing this in consultation with other voluntary groups and with MBC support(Sarah Robson and Zena Cooke)</p>

### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	<del>EE</del> Youth & Community Charity	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Angela Ford
	Address	Angela Ford Area Youth Officer Mid Kent Education Office Bishops Terrace Bishops Way Maidstone ME14 1AF
	Telephone number	01622 605159
	Email	angela.ford@kent.gov.uk
	Website	
Mission and Objectives of Organisation	Support and develop Named youth project	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Advocate and Support Youth work <del>is</del> Observer. (Trustee if wish to be)	
What do you hope to achieve through the relationship?	More things for young people in Maidstone	
How often does the Organisation meet?	3 times a year	
Desirable skills and experience from the Council's representative	ability get involved, and ensure YP needs are central.	
Terms of Reference Attached?	Please get Constitution updated from	
Any other information the Organisation wishes to add?	nick.green@kent.gov.uk 01622 754098	

### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	Kent County Playing Fields Association	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Paul Peacock
	Address	Cantium Lodge Terrace Road Maidstone Kent ME16 8HU
	Telephone number	01622 753960
	Email	kcpfa@hotmail.co.uk
	Website	<a href="http://www.kentpfa.org.uk">www.kentpfa.org.uk</a>
Mission and Objectives of Organisation	To ensure there are adequate facilities for recreation in every city, town and village in Kent and to encourage the provision, improvement, retention and use of playing fields, children's playgrounds and other recreational centres.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Observational capacity – not requiring the Council's representative to take part in any decision-making process.	
What do you hope to achieve through the relationship?	Liaison and thereby greater public awareness of the Charity's work.	
How often does the Organisation meet?:	Committee members meet quarterly and at AGM. Council meetings are once a year for approx. 2 hrs.	
Desirable skills and experience from the Council's representative	An interest in sports and the role social enterprises have in the community. Otherwise none necessary.	
Terms of Reference Attached?	See attached info.	
Any other information the Organisation wishes to add?	Support in our home town of Maidstone is essential in gaining support from other local authorities.	

### **Outside Bodies - 'Job Specification' Form**

Name of Organisation	Joint Advisory Committee (JAC) – Kent Downs Area of Outstanding Natural Beauty Partnership	
Type of Organisation e.g. charity	Partnership	
Contact Details	Name	Nick Johannsen
	Address	West Barn, Penstock Hall Farm, Canterbury Road, East Brabourne, Ashford, Kent TN25 5LL
	Telephone number	01303 815170
	Email	nick.johannsen@kentdowns.org.uk
	Website	<a href="http://www.kentdowns.org.uk">www.kentdowns.org.uk</a>
Mission and Objectives of Organisation	<p>The primary purpose of the AONB is to conserve and enhance natural beauty. In pursuing the primary purpose of designation, account should be taken of the needs of agriculture, forestry and other rural industries and of the economic and social needs of local communities. Particular regard should be paid to promoting sustainable forms of social and economic development that in themselves conserve and enhance the environment. Recreation is not an objective of designation but the demand for recreation should be met so far as this is consistent with the conservation of natural beauty and the needs of agriculture, forestry and other uses.</p> <p>To achieve this a Joint Advisory Committee (JAC) of the Local Authorities and other advisory partners has been established. In summary the role of the JAC is to:</p> <p>The purpose of the Joint Advisory Committee (JAC) is to provide advice to those of its members with statutory responsibilities for the effective management of the Kent Downs Area of Outstanding Natural Beauty.</p> <p><b>Terms of Reference</b></p> <p><b>1. Remit</b></p> <ul style="list-style-type: none"> <li>To advise on and keep under review objectives</li> </ul>	

	<p>for the management of the Kent Downs AONB and to promote liaison and best practice to achieve them.</p> <ul style="list-style-type: none"> <li>• To advise on the preparation and implementation of the AONB Management Plan.</li> <li>• To keep under review the Terms of Reference and membership of the JAC.</li> <li>• To agree membership of the Executive Group.</li> <li>• To advise on annual budgets.</li> </ul>
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	To represent Maidstone District Council within the JAC, to provide advice from the MDC point of view.
What do you hope to achieve through the relationship?	<p>A two way exchange of information and advice: MBC - to implement the 'Duty of Regard' to the Kent Downs AONB; to share MBC's aims and policies with Kent Downs AONB; to provide leadership and advice on AONB matters and support for AONB activities within the authority.</p> <p>AONB advising MBC of the AONB policies and projects and sharing information on issues of joint interest.</p>
How often does the Organisation meet?	Twice a year (spring and autumn)
Desirable skills and experience from the Council's representative	Financial, business, promotion, sustainable tourism, farming, countryside management, planning etc
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	

### Outside Bodies - 'Job Specification' Form

Name of Organisation	Maidstone Beauvais Twinning Association	
Type of Organisation e.g. charity		
Contact Details	Name	Glenda Gilchrist
	Address	251 D Boyley Rd. M/Stone. ME14 2AS
	Telephone number	01622 755625
	Email	—
	Website	—
Mission and Objectives of Organisation	to increase and maintain links with Beauvais	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	to sustain the above and oversee audited accounts	
What do you hope to achieve through the relationship?	to encourage and fund exchanges with Sport Groups, Schools and any other M/Stone based association.	
How often does the Organisation meet?	Regular committee meetings and events for members. We offer help and advice for any visitor to our Twin Town Beauvais.	
Desirable skills and experience from the Council's representative	to be able to interact with all age groups.	
Terms of Reference Attached?		
Any other information the Organisation wishes to add?		

### Outside Bodies - 'Job Specification' Form

Name of Organisation	UMIDB	
Type of Organisation e.g. charity	Land Drainage / surface water management Authority	
Contact Details	Name	MICHAEL WATSON
	Address	17 ALBION PLACE MADSTONE
	Telephone number	01622 758345
	Email	
	Website	
Mission and Objectives of Organisation	The Board provides a general supervision of all matters relating to land drainage and flood risk management, from maintenance of streams and rivers to planning and development issues within the floodplain.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Board Member Members represent the various areas within the Boards drainage district	
What do you hope to achieve through the relationship?		
How often does the Organisation meet?	5 times per year	
Desirable skills and experience from the Council's representative		
Terms of Reference Attached?		
Any other information the Organisation wishes to add?	I have attached an information pack we normally send out to new members, for your information.	