

# Destination Conwy Strategy /Action Plan Sub Group

## Terms of Reference

### Members

Enw'r aelod   Name of member	Enw'r busnes   Name of business
Nigel Treacy	Llandudno Snowsports Centre
Angharad Mair Owen	Tŷ Gwyn Holiday Park
Clive Wolfendale <i>Chair</i>	Adferiad Recovery
Bryn Jones	Cwrs Golff y Fedwen Arian
Tamzyn Lawrence	t-l-c, Betws y Coed
Harry Pemberton	Snowdonia Bikes
Julie Mills	Vinomondo Ltd
Tracey Woodbine	Woody's Luxury Glamping
Tansy Rogerson	Armadillo Events
Brid Adams	The Quay Hotel and Spa
Sam Nayar	Escape Boutique B&B/ No9 Holiday Apartments
Dylan Wyn Evans	Adventure Parc Snowdonia / Hilton Garden Inn Snowdonia
Kimberley Edmunds	The Jester's Tower
Caroline Somary	Sweet Snowdonia
Adam Williamns   Eric Witherspoon	Llandudno Pier, Tir Prince, Kinmel Arms
Sally Paveley	The Motorsport Lounge
Jonathan Hughes	Snowdon Craft Beer Ltd
Nigel Leak	Harringtons at 14
Graham Paul Jones	Grwp Llandrillo Cymru
Hollie Harmsworth	Follow Films
Michael Thompson	Can-Y-Bae and Blue Badge Tourist Guide for Wales
Cai Ross	Paysanne
Dana Williams	Snowdonia National Park

### Functions

The Destination Conwy Strategy/Action Plan (DCSAP) Sub group will carry out the following functions

- To refresh the Destination Management Plan and supporting Action Plan and monitor delivery.
- Have a focus on sustainable tourism and its impact upon the local community
- To ensure that the County has the right data to inform decisions
- To ensure we understand the needs of Visitors and community

## **Structure**

- The group will appoint a chair:- (Clive Wolfendale) has been appointed
- The Chair will sit on Destination Conwy Board, and will ensure that messaging flows between the DCSAP group and the Board
- Members nominated themselves for the group when Destination Conwy restructure was advertised. However new members can join the group, by agreement with Chai and CCBC tourism manager
- The group is flexible enough to allow attendance at meetings from people outside of the membership, if their contribution or attendance is deemed useful. Prior agreement by Chair and CCBC tourism manager
- CCBC will provide secretariat for the meetings (notes of key actions, meeting invitations, publication of notes on tourism website)

## **Relationship with other groups**

- It is important that all five sub groups of Destination Conwy keep each other informed of the work they are doing. All meeting notes will be saved on the County tourism website (business portal)

## **Finance**

- If the group wishes to bid in for grant money to support its work, this would need to be done via the Board and bids to go under the name of Conwy Destination Partnership

## **Conduct of business**

- The group will operate on the basis of consensus. In the event of a disagreement the Chair, using all appropriate channels shall seek to resolve any differences arising within the group with support of CCBC tourism manager

## **Meetings**

- The DCSAP sub group will determine its pattern of meetings so as to ensure proper and timely conduct of the groups business. It will be expected to meet broadly on the following basis. For the convenience of members, the Partnership will agree a forward schedule showing date, timing, venue and location of meetings, (or virtual links) normally 6 months in advance.
- Meetings will normally be convened by the Chair in conjunction with the Secretariat.
- The Chair and Secretariat will draw up an agenda which will be circulated before the meeting. Notes of the previous meeting will also be attached.
- All additional papers will be sent out with the agenda and notes
- All discussions in the meetings are requested to be treated with confidence, thus creating an open environment to feel confident to speak freely.

- All activities will be undertaken in an atmosphere of openness and transparency, communication and consultation, including the publicising of its work and disseminating information to a wider community.
- If any member of the sub group, wishes to resign from the DCSAP group they must submit their resignation in writing to the Chair of the sub group if it's the chair of the Skills group resigning they must submit their resignation letter to the Chair of the Destination Conwy. Whilst the resigning member may recommend a substitute, the prior approval of the Group must be obtained before such a substitute may be permitted to attend future meetings.