
WELSH STATUTORY INSTRUMENTS

2001 No. 4002

The Countryside Access (Local Access Forums) (Wales) Regulations 2001

Administration of a forum

10.—(1) The appointing authority must in relation to each forum appoint a person (who shall not be a member of the forum) to act as its Secretary and to be responsible for the administration of a forum.

(2) Notwithstanding the generality of paragraph (1), the duties of the Secretary include—

- (a) arranging meetings and the drawing-up, keeping, production and submission to the next meeting, of minutes;
- (b) managing any financial resources provided to the forum for its use in the exercise of its functions;
- (c) ensuring that—
 - (i) notice of a proposed meeting;
 - (ii) a copy of the agenda drawn up by the Secretary in consultation with the Chair and Deputy Chair and specifying the principal business proposed to be transacted at a meeting; and
 - (iii) any other papers relevant to a meeting;

are delivered, either in person or by post to such address as a member may specify for the purpose, to each member of the forum so as to be received (or in the case of delivery by post so as to be delivered in the normal course of posting) at least seven clear days before the date of a meeting;

- (d) drawing to the attention of the forum the provisions of any national codes of practice, guidance issued by the Countryside Council for Wales or the National Assembly for Wales and statutory requirements to which the forum is to have regard when exercising its functions;

(3) The Secretary must be present at all meetings of a forum and may attend meetings of any committee established under regulation 13.

(4) In the event of the temporary incapacity of the Secretary the appointing authority must appoint an Acting Secretary to discharge the duties of the Secretary during the period of that incapacity.