

THE IVYBRIDGE TOWN TEAM

TERMS OF REFERENCE/GOVERNING DOCUMENT

1. Name

The name of the Group shall be THE IVYBRIDGE TOWN TEAM (hereafter referred to as "The ITT").

2. Mission statement

'A community based "umbrella" group working in partnership to improve the social, economic and environmental well being of all inhabitants of Ivybridge.

3. Objectives

The ITT shall be non-party in politics and non-sectarian.

- To promote Ivybridge and improve the social, economic and environmental well being of all who live and work in the area.
- To support the ongoing production and delivery of a Town Plan for Ivybridge, with a focus on the town centre, and to take part in the Government Town Team initiative.
- To work in partnership with District and County Councils and other groups, agencies and organisations to implement the plan
- To secure funding or influence funding streams to benefit the town, to commission work using funds secured by the Town Team or to influence commissioning from other bodies
- To consult with, and involve the community in, the decision making process.
- To influence statutory authorities on any issues coming forward that put the vitality and vibrancy of the town centre at risk

4. Membership

The ITT shall consist of a committee and a wider group as follows –

- (i) An ITT Committee ("the Committee") of not less than ten (10) members and no more than thirteen (13) in total each of whom shall have one vote, who shall be as follows:

Member of Parliament (1)
Ivybridge Town Councillors (2)
South Hams District Councillors (2)
Devon County Councillor (1)
Business sector (3)
Voluntary sector/local residents (4)

The Committee will meet every 4-6 weeks, or as often as it shall decide.

A quorum shall be declared when a minimum of 7 members are present. All decisions shall be arrived at via voting amongst those voting members present; the Chairman shall have a casting vote.

In addition the Committee shall have the power to co-opt individuals (as non-voting members) on an ad hoc basis.

- (ii) A wider ITT Group ("the Group") which will include the Committee members plus the wider community - all members must be over the age of 18 years and be able to demonstrate their interest in furthering the Group's objectives without bias.

Membership of the Group shall be open to anyone living or working within the area, who has an interest in furthering the objectives of the Town Team.

The Group will meet every 3 to 6 months and receive reports/updates from the Committee.

5. Officers

The Chairman shall be elected by those voting members present at the first Committee meeting held after each Annual General Meeting.

6. Finances

Ivybridge Town Council shall act as the accountable financial body for the ITT. Accounts should be presented at the Annual General Meeting.

7. Administrative Support

Administrative support shall be provided by Ivybridge Town Council via the Secretary/Co-ordinator, who will attend all meetings in a non voting capacity.

8. Annual General Meeting (AGM)

The Annual General Meeting shall be held in April of each year and be open to everyone living or working within the area. Not less than 21 days' notice shall be given of the date and time of the AGM. Details shall be advertised and all members notified. Nominations for membership of the Committee will be taken at the AGM – up to a maximum of 12 plus the Chairman.

9. Public Meetings

Public Meetings shall be arranged at regular intervals or when the Committee deem necessary, and with a minimum of 21 days notice.

10. Terms of Reference/Governing Document

This document shall only be amended by resolution passed by the majority of those members attending a Group Meeting. Notice of proposed amendments to this document must be submitted to the Secretary/Co-ordinator for circulation to members not less than 21 days before such a meeting.

The contents of this document should be reviewed every year at the first meeting after the AGM.

11. Conflict of Interest

A "Conflict of Interest" might occur where there would be a personal financial gain or benefit to an individual or business. This is known as a pecuniary interest and must be declared.

In line with common practice it would be appropriate for that person to leave the room whilst the matter is discussed, unless the committee decide otherwise. Where a personal interest applies, but not a pecuniary interest, the person is entitled to stay in the room and participate in the discussion and vote. In the case of a pecuniary interest, even if the committee decide that a person may participate in discussion, that person shall not be entitled to vote.

12. Standards of Conduct

Members of the Town Team Committee are required to comply with the following standards of conduct.

- Show respect for fellow members views during committee meeting:
- Act in a courteous manner when representing the Town Team in communicating with members of the public and when attending internal and external meetings.
- Accept and abide by Town Team decisions in a positive and constructive manner.
- Do not represent "personal" views to the Press or media.
- Advise the secretariat of any Press or Media contact in order that a formal response may be given.
- Maintain strict confidence on all documentation received in the consultative processes of the Committee.
- Maintain confidence in relation to individual members views expressed in the course of the meetings.
- Acknowledge and accept that the Town Team secretariat is responsible for all external communication in relation to Town Team meetings and outcomes.
- Await the publication of formal minutes of committee meetings and refer any enquiries to the secretariat.

Failure to comply

The Chair will be required to consider any complaints as to breaches of these guidelines and will take necessary action to address any breaches.

The sanctions available to the Chair will range from the opportunity for remedial action to expulsion from the Town Team.

13. Winding up

A decision to wind-up the ITT shall only be taken by calling an Extraordinary General Meeting with a minimum of 21 days notice. If a decision is taken by members present at the EGM to wind-up the ITT any assets shall be passed to Ivybridge Town Council to be used for like purposes.

Signed (Chairman)

Signed (Secretary/Co-ordinator)