

## **Blandford Forum Town Team Terms of Reference**

### **1. Purpose**

#### **1.1 Aim:**

To support the development and enhancement of a vibrant town centre with its unique Georgian heritage, supported by our community spirit, profitable and attractive businesses and interesting tourist attractions in and around the Town, the River Stour and the wonderful local countryside.

The benefit will be for those who live, shop, work, have local businesses and visit Blandford.

#### **1.2 Objectives:**

The Town Team will:

- build on existing Town strengths and prioritising by need (Accountable Councils), demand (those who live, work, shop and visit) and funding (Accountable Councils, Community Groups) develop sub-groups plans, and an Action Plan for the Town Centre. Also involve Stakeholders in these Plans.
- monitor the activities of the Town Team sub groups, requiring periodic updates and ensuring Town Team members or sub-groups do not commence activities under the Town Team umbrella without formal consent from the Town Team.
- develop project and funding plans to secure funding for agreed and endorsed proposals and input into the appropriate Accountable Councils and other organisation's plans. Also support them in their work.
- work within the constraints of the need to consult with Accountable Councils to ensure all consents are obtained before any actions carried out
- monitor the activities of the Accountable Councils in relation to the progress of endorsed Town Team projects, and hold to account where appropriate.
- where agreed, support Accountable Councils and Community Groups initiatives and policies.
- work and coordinate with Accountable Councils, other local Groups and sub-groups where there are areas of mutual interest and benefit and ensure there is no duplication of effort or funding.
- communicate regularly with stakeholders and the wider community about progress.
- ensure open debate so that local people can input their views & ideas, and can get involved. And be open to new ideas and proposals
- seek best practice from local and national Town Team initiatives.
- The Town Team should as an entity not run specific Projects, these should be delegated to designated Town Team sub-groups.

### **2. Membership**

The membership of the Town Team will be a mix of issue led groups, stakeholders and skills, as follows.

#### **2.1 Key Issues: Leaders & Deputies of each of the issue led Working Groups.**

- There are currently 6 main working groups, but if this increases or decreases, then the number of Leaders & Deputies on the Board will likewise change.
- Leaders & Deputies will be elected annually from their Working Group.
- A Leader can be removed from office if a resolution to remove that Leader is proposed at a working group meeting, and the resolution is passed by at least 75% of the Working group members (member being a person who has attended one or more previous meetings in the last 12 months). A new Leader can then be elected

#### **2.2 Key Stakeholders:**

- One representative each from the Chamber of Commerce (private sector), Town Council (public sector), and DT11 Forum (Community partnership). It is for each of the

above groups to decide who to represent them, although they can nominate someone who is already a member of the Town Team in another capacity.

2.3 Key skills: the Town Team can co-opt people who have key skills needed or those wishing to join a Town Team sub-group may also attend.

### **3. Town Team Chair & Vice Chair**

The Chair and Vice Chair of the Town Team will be elected annually from within the Town Team by the Town Team members.

The Town Team Chair or Vice Chair can be removed from office if a resolution to remove that Chair or Vice Chair is proposed at a Town Team meeting, and the resolution is passed by at least 75% of the Town Team members. A new Chair or Vice Chair can then be elected.

### **4. Meetings**

- Leaders & Deputies will be elected annually from their Working Group.
- Town Team meetings will be held monthly, unless otherwise agreed
- Decisions can be made by consensus, but a decision can be decided by vote, if the Chair so decides.
- In the event of an equality of votes, the Chair shall have a second or casting vote.
- Decisions made shall be recorded.
- The Quorum for a meeting is 40% of the Board + 1, and no business can be agreed unless this Quorum is present.
- The Town Team can invite individuals to attend the meetings but without voting/decision making rights.
- Decisions can be made by email between meetings, but likewise there should be a quorum level of Town Team members involved if it is a significant decision, and the final decision be recorded.
- Operational decisions can be made by the Leaders and Deputies of the Working groups and the Town Team Chair only.
- The Town Team will provide publically available information on its work bi-monthly. Confidential information would be excluded from this.
- The Town Team will hold an Assembly once a year, or more frequently if appropriate.

### **5. Funding**

- All funds will be held by a legal entity (DT11 Forum).
- Any expenditure must be cleared first by the Town Team monthly meeting.

### **6. Conflict of Interest**

If a member of the Town Team has a personal, business or financial interest in an issue, they should declare it. If it just a personal interest, then the member can discuss but cannot vote on the issue, but if it is a prejudicial or pecuniary interest, then the member can speak on that item initially, but must then must leave the meeting for the item, and not take part in further discussion or the vote.

### **7. Dissolution**

7.1 The Town Team can be wound up or dissolved by a resolution which is passed by a 75% majority of the members present at the meeting considering this resolution (member being a person who has attended one or more previous meetings in the last 12 months).

7.2 If the Town Team is wound up or dissolved, grant amounts remaining will be returned to the grantor, and other funds will be passed to the DT11 Forum, Blandford Forum Town Council, or to another similar organisation working to the benefit of the town.