



## TOWN TEAM

### Constitution and Terms of Reference

#### 1. Introduction and Vision

1.1. In Spring 2012, the Government launched a community led pilot scheme, following the publication of the Portas Review, to reinvigorate High Streets across the Country. Based on the Portas Review, the Exmouth Town Team was formed as one of three community groups supported by the Exmouth Town Council that included the Exmouth Arts & Leisure Group and the Exmouth Tourism Forum. The current Town Team is an amalgam of those groups. Its vision is to see Exmouth as a successful and vibrant town centre, seafront and tourism offering, aimed at providing an enjoyable tourism, shopping, coastal and water sports experience for residents, business owners and visitors alike.

#### 2. Purpose

2.1. The Exmouth Town Team is a voluntary, community led group tasked to build on the town's existing strengths and to support, regenerate and improve the economic, social and cultural vitality of our seaside town to the benefit of its residents, businesses, and visitors.

2.2. Whilst having direct links to the Exmouth Town Council, it acts independently from the Council and its remit or funding capability does not extend towards, or replace, issues or matters that ordinarily form a statutory duty or function imposed upon any local authority, department or representative thereof.

2.3. Its main purpose shall be to lead, as a Town Team, projects designed to fulfil (i) above that deliver key advantages to the Town, its citizens and visitors.

#### 3. Area of Operation

3.1. The Exmouth Town Team shall focus and constrain its efforts within the whole of the parish of Exmouth.

#### **4. Composition and Representation**

4.1. The makeup of the Town Team will aim to comprise at least one representative from:

Businesses in:

Exeter Road  
Albion Street  
The Strand  
Rolle Street  
The Parade  
The Magnolia Centre  
Satellite Business Parks

Representatives from:

The Tourism Sector  
Exmouth Chamber of Commerce  
ETC Tourism Group  
Exmouth in Bloom  
Exmouth Art Group  
Streetscene  
The National Trust  
Town Centre Residents

- 4.2. Should a member cease to be a member of a nominated body they shall immediately cease to be a member of the Town Team and that body shall automatically provide a replacement at the earliest possible opportunity.
- 4.3. Members shall be entitled to nominate additional officers of their respective organisations to attend Town Team meetings. These should be nominated in advance and a maximum of two representative members of each organisation will be permitted.
- 4.4. To avoid over representation, only one representative from each organisation should attend a meeting.

#### **5. Voting**

- 5.1. Normal rules of voting apply. Only one member of each representative body may propose, second or vote on any proposal. A proposer or seconder will be accepted as a vote cast and will not be entitled to vote additionally.

#### **6. Town Council Representation**

- 6.1. At least one elected Exmouth Town Councillor shall be nominated to attend Town Team meetings to represent the Town Council.
- 6.2. Other Town Councillors who, from time to time, may wish to attend meetings shall be permitted to do so.
- 6.3. Voting rights of Town Councillors will conform to paragraph 5.1 above.
- 6.4. Town Councillors may from time to time inform the Town Team of any Council priorities or proposals that are in the public domain or that may affect any Town Team project being considered.
- 6.5. Clerking, note taking and organisation of meeting rooms will be provided by employees of the Town Council who will act in an ex-officio capacity.

## **7. Funding**

- 7.1. Exmouth Town Council will allocate a sum of money each year for the Town Team to use under delegated authority to fund suitable projects.
- 7.2. Exmouth Town Council shall be responsible for all the financial affairs of the Town Team and administering the Town Team's funds on its behalf.
- 7.3. Financial contributions and support in kind for projects shall be welcomed from government, local government, individuals and groups subject to the approval of the Town Team.
- 7.4. The Town Team shall at all times ensure that a balanced, fair and appropriate use of such funds will be maintained.
- 7.5. The Town Team may not incur, underwrite or undertake any debts that cannot be met out of existing funds or confirmed funding commitments.
- 7.6. In the event of the Town Team being dissolved, any monies held in the name of the Town Team shall remain the responsibility of, and in the charge of, the Exmouth Town Council.

## **8. Chair and Vice-Chair**

- 8.1. The Town Team shall elect from its members a Chair and a Vice-Chair. Election to these posts may take place no more frequently than annually following proposal / seconding at a full meeting.
- 8.2. All Town Team members are entitled to propose or second a nominee for either position and the election must be confirmed by a simple majority of all existing Town Team members present.

## **9. Meetings**

- 9.1. Meetings will normally be held every six weeks unless, by a majority vote, the Town Team agree otherwise.
- 9.2. Members may meet outside of these meeting times as a properly appointed sub-committee to undertake or explore any Town Team project or initiative that is being considered.

## **10. Notice of Meetings**

- 10.1. For each meeting of the Town Team an Agenda specifying the business in hand, together with a copy of the previous meeting notes and any other pertinent documents shall be delivered to every member in good time before the meeting by email.
- 10.2. Any member of the Town Team may put forward items to be included in the agenda to the Chair which may be included at the discretion of the Chair and provided the matter was given in writing at least ten days before the meeting.

10.3. In addition, any Town Team member may raise any appropriate matter in Any Other Business (AOB) at the meeting itself.

## **11. Behaviour**

- 11.1. Members will at all times abide by the Town Council's Code of Conduct, act with courtesy to one another and respect the different viewpoints necessary for the Town Team to achieve its role.
- 11.2. Unacceptable behaviour may result in a censure motion decided by a simple show of hands. Censure may take the form of a suspension of membership for one meeting.
- 11.3. Repetition of unacceptable behaviour leading to a censure motion may result in a vote of permanent exclusion.
- 11.4. For avoidance of doubt, unacceptable behaviour includes repeated disregard to these terms of reference, rudeness, bad language or any discourteous communications at or between meeting times concerning Town Team matters, whether in person, in writing or electronically.
- 11.5. Town Team members will not attempt improperly to use their position on the Town Team for their own personal gain, or that of any other individual or organisation to which they are closely associated.
- 11.6. Any member having a personal interest, financial or otherwise, or is involved in the supply of goods or services to the Town Team, or a project associated or funded by it, must declare an interest in the matter and will not be permitted to vote on any related proposal.
- 11.7. Remaining members must be satisfied that it is in the interests of the Town Team to contract with that member rather than with someone who is not a member and they must record the reasons for their decision in the meeting notes.

Adopted by Exmouth Town Council on 13th May 2019.