



## TORPOINT TOWN PARTNERSHIP

### TERMS OF REFERENCE

1. Under the secretariat of Torpoint Town Council to serve as a focal point for Torpoint focussed initiatives by bringing together stakeholders in the town to work in partnership, whether they be private sector, public sector or community representatives and to co-ordinate their activities towards a common goal.
2. To formulate a shared vision, clearly defined and understood within a realistic Town Council initiated Development Plan with a prioritised programme for carrying out improvements to the benefit of stakeholders in the town.
3. To foster a customer care philosophy amongst all town service providers.
4. To co-ordinate and implement the activities of all who provide services within the town.
5. To develop a marketing and promotional strategy for the town and for the initiative to be the driving force in reinforcing the identity of the town.
6. To seek and /or assist with funding for initiatives in the town.
7. To address and manage the internal and external challenges facing the town in co-operation with others of a like mind.

## CONSTITUTION

### 1. MEMBERSHIP

- a. Membership of the core body shall consist of six members from the following
  - Four Torpoint Town Councillors (To include the Town Mayor or Deputy Town Mayor).
  - Up to eight members for the following Community/Voluntary Sector Organisations (Torpoint based)
    - Cornwall Councillors
    - Devon and Cornwall Police
    - Education
    - Health
    - Private sector organisation (Torpoint based)
    - Tamar Bridge and Torpoint Ferry Joint Committee
- b. Individuals or organisations that the core body believe can offer a contribution under the objective can be co-opted on the agreement of the Partnership members and can take part in specific working group activities
  - i) Every member and any co-opted members of the Torpoint Town Partnership (TTP) shall have one vote. In the event of equal voting, the Chairman shall have the casting vote.
  - ii) The Chairman shall be the Town Mayor or his Deputy. In the event of both being absent a Chairman from the Town Councillors present shall be elected.
  - iii) Partnership Meeting quorum shall consist of a minimum of six members.
  - iv) The Torpoint Town Partnership (TTP) shall invite officer representatives from Cornwall Council to advise and support the economic development strategy for the town and also grant and funding opportunities.

## **2. PARTNERSHIP POSITIONS**

- a. At the annual meeting (to be held after the Council annual meeting) the current Town Mayor shall become the Chairman. The Deputy Town Clerk shall form or organise the secretariat of the partnership.
- b. Provision should be made to record declarations of interest of all Torpoint Town Partnership (TTP) members.
- c. The Constitution can be amended 6 months after first ratification and thereafter at the Annual Meeting provided that there is at least two weeks advanced notification in writing of proposed amendment.

## **3. MEETINGS**

- a. Minutes shall be kept to record the decisions and attendance record of Members.
- b. A minimum of four meetings should be held each year from June 1<sup>st</sup> to May 31<sup>st</sup>.
- c. The Annual Meeting should take place in June to coincide with civic year or as soon as possible thereafter.
- d. Accounts for the Torpoint Town Partnership (TTP) will be under the auspices of the Torpoint Town Council's Financial Regulations and presented monthly.

## **4. DISQUALIFICATION AND REMOVAL OF PARTNERSHIP MEMBERS**

### **A member shall cease to hold office where he/she:**

- a. Resigns by giving notice in writing to Torpoint Town Partnership (TTP).
- b. In the opinion of at least 75% of the Partnership, a member brings its reputation into disrepute.
- c. In the case of a public sector the member ceases to be a Councillor or resigns from office.
- d. In case of a business or community member the organisation they represent moves from the town.
- e. In the case of service level or funding agreement finishing or being reduced.

## **5. BANKING**

The Torpoint Town Partnership (TTP) shall make arrangements to keep safe and protect its funding by depositing all monies received into a Bank Account in the name of the Torpoint Town Partnership (TTP) and all withdrawals from that account shall be made in accordance with Torpoint Town Council's standing orders

## **6. DISSOLUTION**

In the event of the dissolution of the Torpoint Town Partnership the bank account shall be closed and any outstanding funds will be transferred to Torpoint Town Council delegated for use towards a community project to be agreed by the Town Council.

## **7. INTERNAL AUDIT**

An audit of the accounts will be undertaken annually, this can be two members of the TTP who are not signatories on the bank account and who are appointed by the Committee, unless the Committee appoints an external auditor.