

# **TORPOINT TOWN COUNCIL**

## **Committee Terms of Reference**

### **TORPOINT AND RAME PENINSULA COASTAL COMMUNITY TEAM ADVISORY COMMITTEE**

**APPOINTMENT:** - The Committee members shall be confirmed following the annual meeting of Torpoint Town Council.

**CHAIRMAN:** - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of Torpoint Town Council.

**VICE CHAIRMAN:** - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman.

**QUORUM:** - The quorum of this Committee shall be one half of the membership (Standing Order 27 (c) refers). The use of other members from constituent organisations as substitutes has been permitted provided that the name of the member and the proposed substitute has been notified to the Secretary and Chairman prior to the commencement of the meeting.

**TERMS OF REFERENCE REVIEW:** - The Council shall review and determine the terms of reference at the annual meeting of Torpoint Town Council.

**SECRETARIAT:** - The Assistant Town Clerk will provide the secretariat for the Committee. Meetings will be held monthly.

### **CONSTITUENT ORGANISATIONS**

**The constituent organisations (each shall nominate one member) of this Committee are as follows:-**

<b>ORGANISATION</b>	<b>ORGANISATION</b>	<b>ORGANISATION</b>
Torpoint Town Council	Antony Estates Representative	
Antony Parish Council	Mt Edgcumbe Park Representative	
St John Parish Council	Cornwall Gateway CLO	
Millbrook Parish Council	Plymouth and Devon Chamber of Trade	
Maker with Rame Parish Council	Tamar Estuaries Consultative Forum	
SheviocK Parish Council	SE Cornwall Chamber of Trade	
Cornwall Council (the ward member for Torpoint East, Torpoint West and the Rame Peninsula)	Rame Peninsula Beach Care	

Membership will be open to further organisations as required, on invitation from Torpoint Town Council.

### **Scheme of Delegation:-**

**Decisions made by this Committee serve as recommendations to Torpoint Town Council save the following exception:-**

To offer support for projects originating from constituent organisations that have no financial or legal impact on Torpoint Town Council.

### **Financial Decisions:-**

Delegated authority is given to officers of Torpoint Town Council to incur expenditure within the following constraints

- a) That the expenditure incurred is within budgetary constraints as approved by Torpoint Town Council and reported to the next convened meeting of Torpoint Town Council.
- b) That all expenditure incurred complies with delegation and conditions contained within the Torpoint Town Council Financial Regulations.

Where matters have been delegated for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute within legislation.

### **Purpose –**

The main purpose of the Advisory Committee is to oversee the preparation of an Economic Plan for Torpoint and the Rame Peninsula ensuring that all issues are addressed properly with high levels of business and community engagement to maximise the potential that the Plan will be fully delivered in the long term.

### **Key Roles of the Advisory Committee (all the roles below are in compliance with the Scheme of Delegation)**

1. To engage a contractor to undertake the development of an Economic Plan for Torpoint and the Rame Peninsula.
2. To ensure that the key tasks are carried out and milestones are met.
3. To establish Project Teams (working groups) as necessary to help further the development of the economic plan.
4. To encourage and strengthen links between key organisations and ensure they are informed of the work of the Project Teams and progress with the Economic Plan.
5. To commission specific areas of evidence and analysis as required.
6. To provide strategic assistance and advice to the Project Teams in the production of the Economic Plan.
7. To promote the objectives of the Economic Plan for Torpoint and the Rame Peninsula.
8. To prepare a final draft plan for approval by Cornwall Council and Torpoint Town Council prior to submission to the Department for Communities and Local Government by 31<sup>st</sup> January 2016.
9. To act as the public face and principal contacts with the local communities for the Economic Plan.

### **Aims**

1. To prepare an Economic Plan that reflects the wishes and aspirations of the local community.
2. To bring together appropriate local expertise and facilitate joint business and community working in developing the Economic Plan for Torpoint and the Rame Peninsula.

3. To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the economic planning process.
4. To consult widely and provide regular opportunity for the whole community to participate in the economic planning process and influence the composition of the final plan.
5. To ensure the views and strategies of stakeholders, service agencies and other interested bodies are sought out and taken into account.
6. To work to an agreed project plan and timetable and within the budget approved by Cornwall Council and Torpoint Town Council.

### **Relationship to Other Groups**

1. The Advisory Committee will oversee the Project Teams which provide operational expertise, suggest actions and refer items of importance to be discussed by the Advisory Committee.
2. The Steering Group will provide updates when and as necessary to Cornwall Council and the Department for Communities and Local Government.
3. The Advisory Committee will ensure synergies between the Economic Plan and the emerging Neighbourhood Plans are taken into consideration.

### **Interests**

1. All members of the Steering Group must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant.