

FARINGDON TOWN TEAM CONSTITUTION

“To promote a vibrant economy and continually enhance the retail offering within the town”

1. Terms of Reference

The Faringdon Town Team aims to build on Faringdon’s existing strengths and history to support and improve the economic, social and cultural vitality of the town for all its businesses, residents and visitors, and specifically to:

- Improve the economic vitality and viability of Faringdon Town Centre by bringing together public and private sector stakeholders in the town to work in partnership
- Agree vision, aims and values leading to the production of an annual action plan and five year (rolling) town centre business plan
- To set a budget to achieve the aims of the annual action plan taking into account the councils’ financial strategy and all sources of funding available to the Town Team
- Build a strong representative Town Team whose members come from public and private sectors including the three tiers of local government, The Faringdon Chamber of Commerce and retail, tourism and/or business sectors
- Initiate and implement projects

2. Areas of Benefit

- The parish of Faringdon and its immediate environs

3. Composition of the Town Team

Constituent members of the town team shall be as follows:

- One nominated elected member from Faringdon Town Council
- One nominated elected member from Vale of White Horse District Council
- One nominated elected member from Oxfordshire County Council
- Chairman of The Faringdon Chamber of Commerce (or substitute)
- Faringdon Town Centre Manager
- Faringdon Town Clerk
- Economic Development Manager (Vale of White Horse District Council)

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 the nominating body shall automatically provide a replacement at the earliest opportunity. Constituent members shall be entitled to nominate additional officers of their respective organisations to attend Town Team meetings in order to provide advice and support. All officers are non-voting members.

3.1 Chairman and Vice-Chairman

The Town Team shall elect from its co-opted members a Chairman and a Vice-Chairman. Election to these posts should take place annually. A constituent member to propose and another constituent member to second are required and the election must be confirmed by a simple majority of all existing Town Team members present (constituent and co-opted). The Chairman or Vice-Chairman shall be deemed to have resigned from their post should they cease to be a member of the Town Team.

3.2 Co-opted members of the Town Team

The nominated constituent members may co-opt up to seven further members of the Town Team. A constituent member to propose and another constituent member to second are required and the co-option must be confirmed by a simple majority of all existing Town Team members present (constituent and co-opted). These co-opted members can be from any relevant business sector and can be co-opted for a particular Town Team project.

3.3 Substitutes and Proxies

Each constituent member may be replaced by a substitute (who should be a member of the same organisation) who can deputise for the nominated member in their absence. Each nominated member shall be responsible for arranging a substitute if required, by notifying the Faringdon Town Clerk in writing three days in advance of the meeting. A substitute shall have the same rights and duties as the member for whom they deputise. In order to assist in the efficient operation of the Town Team it is expected that when a nominated constituent member cannot attend they shall arrange a substitute. It is the responsibility of the constituent member (or substitute constituent member) to provide updates on the work of the Town Team to their constituent organisation. In the event that the nominated constituent member is incapacitated and unable to make this arrangement the Faringdon Town Clerk may apply to the Chief Officer of the constituent organisation to propose a suitable substitute. Officers assisting the Town Team may also be substituted at the discretion of the officer normally attending and with advance notice in writing to the Faringdon Town Clerk. They will bear the same rights and duties as the officer they replace. For the avoidance of doubt co-opted members are not subject to the provisions of the substitution system. All voting members of the Town Team may request in writing for another voting member of the Town Team to exercise their vote, or read out a statement they wish to make, or both, so that they may take part in a decision even if unable to attend a particular meeting. Clear instructions must be given in writing at least three days before the meeting and it is the responsibility of the voting member to ensure that any such message has been received and correctly understood by the person they are appointing as their proxy. The appointed person may refuse the request. The Faringdon Town Clerk may also be requested to act in this capacity and may not refuse.

3.4 Terms of Office

Constituent members shall be appointed by their nominated authority or body, new appointments being made at their discretion. There shall be no time limit for the term of office of any constituent member, unless the constitution body chooses to set one for their own members. Co-opted members shall serve for one year at which they must retire and stand for re-election if they wish to do so. There is no time limit on the number of times they

may stand for re-election. Officers shall be appointed by their nominated authority or body based on the timetable of that body, new appointments being made at their discretion. There shall be no time limit for the term of service of any officer. In the event that the post of Chairman or Vice-Chairman becomes vacant, a temporary chairman may be elected. In this eventuality the temporary post-holder may be any member of the Town Team, including constituent members.

4. Meeting Regulations

Resolutions and recommendations of the Town Team shall be made by a simple majority of those voting members present at the meeting. Each constituent member, or nominated deputy, shall have one vote. Each co-opted member shall have one vote. In the event of an equality of votes, the Chairman (or, in his or her absence, the Vice-Chairman) will exercise a casting vote. A vote can only be registered if a member or an approved substitute is present to exercise the vote at the meeting (section 3.2). Meetings of the Town Team should take place at least four times annually. These will not be open to the public but the Chairman may invite guests to advise or observe.

4.1 Notice of meetings and compilation of the agenda

For each meeting of the Town Team a notice of the meeting, specifying the business proposed to be transacted (agenda) shall be delivered to every member so as to be available to that member at least five days before the meeting. The contents of this notice shall be approved by the Chairman, the Faringdon Town Clerk and the Economic Development Manager of Vale of White Horse District Council. Sending such a notice by email to the normally used email address of any member will be deemed acceptable compliance with this clause. Any member of the Town Team may put forward items to be included in the agenda to the Chairman which may be included:

- (1) At the discretion of the Chairman, and
- (2) Provided the matter was given in writing at least ten days before the meeting. In addition any Town Team member may raise any matter in Any Other Business (AOB). AOB shall always be included on the agenda of Town Team meetings. This item is intended to allow Town Team members to bring new matters to the attention of the Town Team, for inclusion as agenda items in future meetings if the Town Team so chooses.

4.2 Meeting Minutes

Draft minutes or action notes of all meetings will be published on www.faringdowntowncouncil.gov.uk and www.whitehorsedc.gov.uk websites, and will be approved at the following meeting of the Town Team and then finalised versions will be published on the same websites.

5. Funding

Financial contributions and support in kind for projects shall be welcomed from individuals and groups subject to the approval of the Town Team. Any conditions associated with such contributions should be approved by the Town Team members. Faringdon Town Council shall be accountable for all the financial affairs of the Town Team and administering the Town Team's funds on its behalf, including funding from constituent members. Any

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expenses incurred by members, observers, guests or officers in attending meetings of the Town Team or conducting other Town Team business will not necessarily be met by the Town Team. The Town Team may not incur, underwrite or undertake any debts that cannot be met out of existing funds or confirmed funding commitments. Faringdon Town Council will operate a separate ring-fenced account for the Town Team and the Faringdon Town Clerk will provide regular budget updates to the Town Team meetings.

All monies shall be paid into a separate FTT account managed by the town clerk together with authorized signatories:

- (1) All annual contributions and grants from FTC, VWHDC and Chamber of Commerce.
- (2) Fees collected from Saturday market stall holders.
- (3) Monies obtained through project applications e.g. LEADER.
- (4) Monies from specific high street innovation funds e.g. PORTAS.

6. Management. FTT will be managed by the constituent members who will meet monthly to implement the items agreed in the project plan.

7. Winding up the Town Team

In the event of winding up of the Town Team, any residual funds shall be returned by the Faringdon Town Council to the current constituent bodies in amounts in direct proportion to the financial contributions made by them in the previous single full year of business.