

Bude Coastal Community Team - TERMS OF REFERENCE

These terms were drafted in December 2017 by the existing BCCT to help move towards closer collaboration with BSTC (and Cornwall Council). They were subsequently modified via a working party comprising representatives of both BSTC and BCCT.

On Thursday 1 March 2018 the Terms of Reference were adopted by Bude-Stratton Town Council.

1. Name

The name shall be: **BUDE COASTAL COMMUNITY TEAM** (hereafter referred to as **BCCT**).

2. Vision

The overall aims of Coastal Community Teams (as specified in DCLG Coastal Community Teams prospectus March 2015) are to:

- encourage greater local partnership working in coastal areas
- support the development of local solutions to economic issues facing coastal communities
- establish a network of teams across England who can work together and with Government to tackle issues facing coastal communities, and
- encourage the sustainable use of heritage/cultural assets to provide both a focus for community activities and enhanced economic opportunities.

3. Aims

BCCT is a delivery group designed to drive forward positive change reflecting this vision. This will be done by:

- a) bringing together local authorities, agencies, businesses, charities, voluntary organisations, communities and individuals;
- b) encouraging and promoting involvement and collaboration;
- c) promoting a network of partnerships, enabling opportunities for training, lifelong learning and employment;
- d) harnessing ideas, enthusiasm and pride of local people;

that leads to the overall improvement of community facilities and services, and sustainable economic, social and environmental regeneration and development of the area.

In pursuit of these aims, the BCCT will:

- Establish a shared set of principles, policies and operating standards
- Work together to make our area a better place to live, work and to visit
- Develop and deliver a strong Bude Coastal Community Economic Plan
- Establish links with Further Education and Higher Education establishments to improve relevant skills within the area
- Be inclusive and transparent to stakeholders

DCLG priorities for the Coastal Community Teams are to focus on, but not be limited to:

- Enhancing the attractiveness and accessibility of public areas
- Providing increased community facilities
- Promoting the visitor economy
- Encouraging sustainable uses of heritage/cultural/educational assets
- Creating links to support the growth and performance of the retail sector
- Supporting the development of relevant skills in the area

4. Powers

To achieve its aims BCCT may raise money; open bank accounts; take out insurance; employ staff; organise events; work with other organisations; exchange information; and anything else that is lawful which will help it to fulfil its aims.

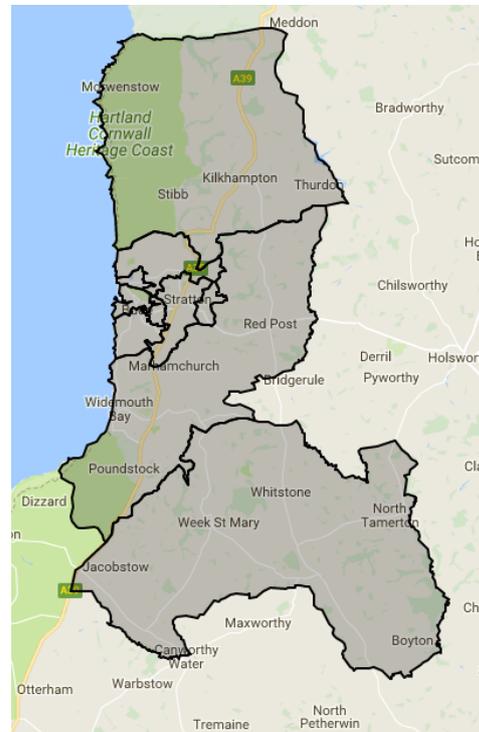
5. BCCT Area

Definition:

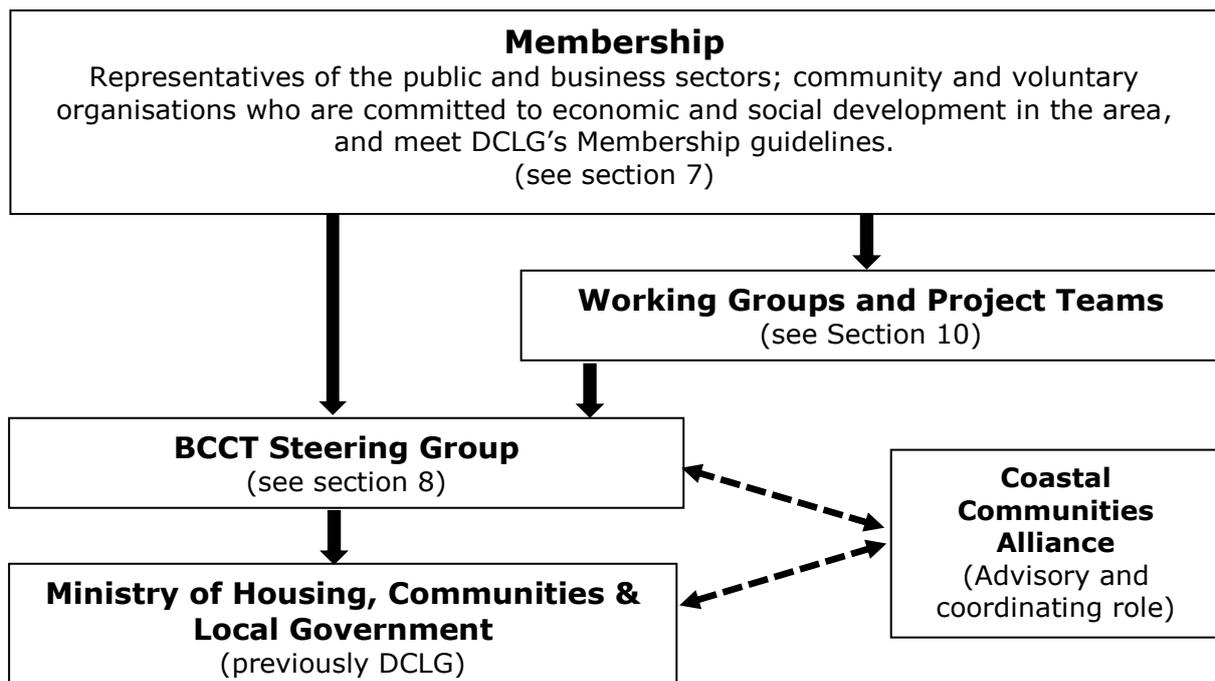
(from www.coastalcommunities.co.uk/our-teams/coastal-community-teams)

A coastal community is any coastal settlement within an English local authority area whose boundaries include English foreshore, including local authorities whose boundaries only include estuarine foreshore. Coastal settlements include seaside towns, ports and other areas which have a clear connection to the coastal economy.

The area for BCCT is that which forms Cornwall Council's Bude CNA (Community Network Area).



6. BCCT Structure



7. Membership

DCLG guidance state that a Coastal Community Team is a "local partnership consisting of the local authority and a range of people and business interests from a coastal community who have an understanding of the issues facing that area and can develop and drive forward an effective strategy for that place.

"Members of the team can be drawn from any part of the community who have an interest in their area being successful, but especially existing groups such as local voluntary and community organisations, major local employers, representatives of important local assets, etc."

Membership of BCCT is limited to groups and individuals covered by DCLG guidance.

- a) Members must operate within the geographical boundaries of the Bude Coastal Community Team. They must have a clear link to the coastal economy.
- b) Membership is flexible, and involvement should be directly linked to project activity.
- c) Attendance at meetings will be restricted to members who are actively involved in the development or delivery of projects through the economic plan.
- d) Membership will be reviewed on an annual basis, although members can join or resign at any point during the year.
- e) Members must have the authority to represent their organisation. Conflicts of interest should be declared promptly. Any potential financial or pecuniary benefit to themselves, or their company/organisation arising from the recommendations of the BCCT, should be declared immediately.

BCCT welcomes membership from private individuals and organisations that wish to help deliver its vision and objectives, specifically: -

- Parish Councils in Bude CNA;
- Commercial businesses, industries, retailers, tradespeople, service organisations, etc;
- voluntary community organisations.

Where possible membership from any single organisation will be restricted to one as additional representation may affect the balance of interests

The membership of BCCT will be kept under review and representatives from other businesses and organisations will be invited to the meetings, as necessary and appropriate, to assist with the work of BCCT.

Involvement of Officer/s from Cornwall Council in support of the work of BCCT will be welcomed whether in relation to on-going projects, the development of the BCCT Economic Plan or in their capacity as the Accountable Body.

8. BCCT Steering Group

- a) Day-to-day administration of BCCT shall be carried out via a Steering Group of membership representatives elected at the annual meeting.
- b) The Steering Group shall be no fewer than 7 and no more than 11 made up of:
 - At least one Bude-Stratton Councillor;
 - One Cornwall Councillor;
 - Representation from Parish Councils in Bude CNA;
 - A representative of Cornwall Council (BCCT's Accountable Body);
 - Community Interest Companies or similar approved organisations;
 - Representatives of businesses, business organisations and community groups.
- c) Additional members may be invited to join the Steering Group. These may be permanent or co-opted for a specific purpose or project, as and when appropriate.
- d) The quorum for Executive Committee meetings shall be 5.
- e) The Steering Group shall meet when required and not less than monthly.
- f) A report of Steering Group meetings will be submitted at the scheduled BCCT membership meetings.
- g) The Steering Group may by a two-thirds majority vote and for a good and proper reason remove any Steering Group member, provided that person has the right to be heard before a final decision is made.

9. BCCT Meetings and Decision making

- a) BCCT will meet at least once every three months in accordance with a meeting calendar. Additional meetings can be called when required.
- b) An Annual Meeting will be held in October.
- c) BCCT members will elect a chairman at the Annual Meeting and representatives for the BCCT Steering Group.
- d) All meetings will be open to the public, except when personal and/or commercially sensitive matters are to be discussed.
- e) An agenda will be published for each meeting no less than 5 working days before the scheduled meeting.
- f) Meetings will be minuted and these will be made available for viewing in a public location (i.e. BSTC and/or BCCT websites) within two weeks of the meeting taking place. Copies will be circulated to BCCT members.
- g) Minutes may be edited to remove commercially sensitive information.
- h) With regards to conduct of discussions and business, the Chairman's ruling is final. The Chairman's responsibilities will include:
 - i. Setting the agenda for each meeting
 - ii. Opening BCCT meetings and clearly explaining the agenda
 - iii. Clarifying, summarising and where necessary assigning people to key roles throughout the meeting
 - iv. Keeping the meeting to time and wrapping it up within 60 minutes or less
 - v. Encouraging broad participation from members in discussions
 - vi. Closing the meeting with a summary of decisions and actions.
- i) In the absence of the Chairman, a Deputy Chairman will preside at meetings and assume the same responsibilities.
- j) All decisions will be made by consensus where possible, although a decision can be carried if 60% of those present agree.
- k) The quorum for meetings is 25% of the membership.

10. Working Groups and Project Teams

BCCT have the authority to establish Working Groups and Project Teams to focus on key projects. These will be delivery groups and membership will be restricted to those with a Project Team or Working Group delivery role.

Such groups and project teams must provide regular update reports to the Steering Group when requested.

11. Relationship with Elected Bodies

In accordance with DCLG requirements, the 'Accountable Body' for administering grant funding will be Cornwall Council who will ensure funding is managed in a way that is appropriate for public funding.

12. Communication and transparency

- a) BCCT will be open and transparent about their activities.
- b) Details of the Team's membership will be publicly available on BSTC's website and other organisations' websites as appropriate.
- c) An Economic Plan will be drafted and updated when necessary and any amendments or updates will also be made publicly available. This information will also be accessible via the Coastal Communities Alliance.
- d) BCCT Team recognises the importance of communicating with the wider network of local businesses, residents, community groups and local authority interests within the area. The Team undertakes to provide this wider network with written updates (either in a newsletter, email etc.) of activity following each meeting.
- e) All press and external enquiries will be handled by a nominated person on BCCT.
- f) All BCCT approved documentation will be securely stored by BSTC.

11. Finance

- a) BCCT will seek to gain funding from organisations wishing to support its aspirations. These could include financial contributions from statutory bodies, donations or grant funding.
- b) As set out in Section 11 Relationship with Elected Bodies, Cornwall Council is the Accountable Body. BCCT will be responsible for financial propriety and the maintenance of proper accounts in respect of all projects and related funding as required by the Accountable Body.
- g) A summary of BCCT financial transactions and funds will be presented at each meeting.

12. Alterations to the Terms of Reference

- a) Any proposal to amend these Terms of Reference can be considered only at a regular meeting of BCCT or at an extraordinary meeting called for that purpose.
- b) Details of proposed changes and the reasons for them must be notified to the public and all members of BCCT at least 10 working days before the meeting.
- c) Changes to the Terms of Reference must be agreed by at least two-thirds of those members present and voting at the meeting.
- d) The newly approved Terms of Reference will be made available to all BCCT members and the public.

[end]

Addendum

To provide clarity about the role of coastal community teams and to sharpen the focus for future BCCT activities a 'Short Description' was drafted.

NB. This addendum does not form part of the Terms of Reference.

BCCT – Short description

BCCT is a partnership ...

- a) involving the public sector, businesses and community organisations;*
- b) aiming to improve economic and social outcomes in the local area;*
- c) operating through a small steering group elected by and answerable to the membership;*
- d) having an open membership to those with projects and initiatives to achieve b);*
- e) following open, democratic procedures and standards regarding meetings, minutes, communications, etc consistent with DCLG guidelines;*
- f) recognising the responsibility of Cornwall Council as the Accountable Body.*