



## **Terms of Reference for the Wilton Community Area Partnership.**

*Wilton Community Area Partnership is an independent and open forum for all those living, working or with a genuine interest in the sustainable development of their community.*

### **Aim**

The aim of the CAP is to promote the well being of the community area with regards to its economic, social, environmental and cultural development.

### **Definition of the Community Area**

Wilton Community Area Partnership is defined as the parishes of Wilton, South Newton, Quidhampton, Netherhampton, Burcombe without, Barford St Martin, Dinton, Teffont, Compton Chamberlayne, Stratford Tony, Bishopstone, Broad Chalke, Bowerchalk, Ebbesborne Wake and Alvediston.

### **Objectives**

- To be an open and inclusive organisation which seeks to actively engage with the community through a diverse programme of consultation and participation
- To consult throughout the community area in order to establish the collective needs and aspirations.
- To produce from consultation a community area plan, prioritising the needs and identifying routes for action.
- To communicate the work of the partnership widely within the community .
- To keep the plan a living document and report widely and openly on its progress.
- To ensure that the Area Board shows regard to the priorities set out in the Community. \* CHECK (**see extract from Area Board Handbook**)
- To support, where necessary, the delivery of the plan's outcomes, by identifying appropriate bodies to further the process and by sourcing external funding.
- To ensure that all decision-making is transparent, including making meeting notes and decisions available on websites for public scrutiny.
- To set up working groups as needed to tackle particular themes and projects.

## **Membership, Structure, Meetings & Voting**

### ***Full Partnership***

Everyone living, working or providing services, or with another genuine interest in the community area can consider themselves a member of Wilton Community Area Partnership and are entitled to undertake any level of involvement they choose. Wilton Community Area Partnership will hold a minimum of two Full Partnership meetings a year. One of these will be the AGM; held at Wilton Community Area Partnership's inauguration and yearly thereafter. Notification of the AGM must be given at least 21 days prior to the event. An EGM can be called if agreed upon by 25% of the Committee or 4 members, whichever is the greater, also giving 21 days notice. Any member can vote at an AGM and EGM and can nominate themselves or another for the Committee or Key Post at an election.

### ***The Committee***

The Committee's function will be to coordinate the running of the Community Area Partnership; to ensure it carries out its objectives and operates in accordance to this constitution. The Committee is accountable to the Full Partnership of the Wilton Community Area Partnership

The Committee will consist of members of the Full Partnership, elected annually at the AGM and will have a minimum of eight and a maximum of twenty members. Priority at the Election will be in gaining wide representation of the Community Area and so 11 places will be reserved for an individual/organisation from each of the parishes initially in order to ensure a balance of interest. The remainder will be open to election from any individuals or representatives from organisations or businesses in the area. If the 11 are not all taken up they will also go out to open election. During the first 12 months Wilton Community Area Partnership may make alterations to the Committee in order to best ensure wide representation of the community and the optimum structure will be ratified at the following AGM.

The Committee may wish to invite members of local services and organisations to join the meeting when a specific issue arises to which they require outside expertise. Elected members of the Area Board are not permitted to hold officer positions or have voting rights but their attendance at meetings is welcomed. The intention is that decisions will be made, if possible, by consensus of the Committee, but in the need of a vote there must be 50% of Committee members present to be quorate. The Chair will have a casting vote.

The Committee will hold a minimum of six meetings a year and will take opportunity of holding their meetings at a suitable time prior to their Area Board meeting in order to dovetail agendas and action.

### **Key Posts**

The Committee will elect Key Posts, (Chair, Vice Chair and Treasurer from within its members). These positions will be elected at the AGM, following the election of the new Committee. The Committee can co-opt new members subject to agreement of 25% or 4 members of the Committee, whichever is the greater. The members will hold their Post for one year and can then stand for re-election annually for upto a maximum three terms. The Chair's role is to coordinate meetings and to ensure the Committee is effective and meets its, and the wider Partnership's, objectives. The Chair should also fulfill the role of representing Wilton Community Area Partnership on the Area Board, the WFCAP Steering Group and the Wiltshire Assembly. In the absence of the Chair and the Vice Chair, another Committee member agreed upon, will substitute.

### **Working Groups**

These may be in the form of themes which continually monitor certain areas of focus within the community, or they may be Task & Finish groups which arise to tackle a specific issue. These groups will be formed, coordinated and dissolved – when applicable - by the Committee. Working Groups will report back to the Committee on progress, they are accountable to them and to the wider Partnership of Wilton Community Area Partnership. Members of working groups can be anyone from within the Full Partnership or the Committee.

Meetings of working groups will be subject to the nature and demands of each individual group. Working groups would have the authority to decide their own structure but at the initial meeting they will choose a member to act as representative and report back to the Committee when required. The intention is that decisions will be made, if possible, by consensus but if a vote is required all in attendance will vote and this action will be minuted and reported back to the Committee. The Committee may also look to other, already existing bodies or individuals to carry forward work on the Wilton Community Area Partnership's behalf, particularly when this will avoid duplication of effort.

### **Conduct**

Wilton Community Area Partnership should ensure transparency at all times by communicating as widely and clearly as possible, publicising itself, its meetings and minutes and providing equal opportunities at all times. Meetings of all groups will be held within the community area at venues that are accessible to all and impartial. When deemed appropriate the meeting venues will rotate around the community area to get nearer to the issues and be accessible to all who may wish to engage with the Committee.

Members of the Committee will look to represent the wider collective interests of the community, rather than single interest pressure groups. Wilton Community Area Partnership should recognise and value its members, acknowledging that many are volunteers and aim to always command the respect of the community. Conduct at all times should adhere to WFCAP's Minimum Operating Standards and the Wiltshire Compact. Wilton Community Area Partnership should aim to have a good working relationship with all other groups, organisations and individuals within the community area, as well as at county, and regional level. All communication from the Wilton Community Area Partnership is made on behalf of the chair. All records remain the property of the Wilton Community Area Partnership.

### **Finance**

Wilton Community Area Partnership will either hold a bank account or appoint an external Fundholder to retain their monies. Comprehensive accounts will be kept and will be made open and public. An annual independent audit will be carried out. Any expenses will require authorisation by two of three appointed signatories from the Committee, one of which will not hold a Key Post. No cheques to be signed by the payee.

### **Alteration**

Terms of Reference will be reviewed annually. Any alteration required in the interim may be made at an EGM with 21 days prior notice.

### **Dissolution**

Wilton Community Area Partnership would need to hold an EGM, giving 21 days notice, at which it can dissolve. All unpaid debts must be cleared and then any remaining funds must be returned to the grant provider or, if applicable, transferred to the organisation succeeding the Wilton Community Area Partnership.

**Adopted at the AGM - February 15<sup>th</sup> 2010**