



Bude-Stratton Town Team

Terms of Reference

Aim of the Team

The aim of the Town Team is to provide strategic leadership to bring economic prosperity and well-being to the Bude-Stratton parish area.

Constitution

The Bude-Stratton Town Team will be a working partnership of interested parties, it will not be a constituted legal entity in its own right.

Membership to include but not limited to:

The local Member of Parliament
CC Portfolio Holder for the Economy
Local Cornwall Cllr X 1
Town Councillors up to 3
Chamber of Commerce X 2
High Street Representatives up to 4 (Strand, Belle Vue, Queen Street, Lansdown Rd)
Bude Area Tourist Board X 2
Voluntary sector organisations up to 2
Job Centre Manager
Bude Climate Partnership
Education up to 2 representing Primary and Secondary sector
Youth Organisation X 1
Bude Coastal Community Team (BCCT) Board Members
Cornwall & Isles of Scilly Local Enterprise Partnership (LEP) X 1
Health Care sector X 1
Transport sector X 1
Creative and Digital Sector X 2

The expectation is for sector representatives to consult with and feedback to other organisations in their sector.

Membership will be per organisation with a named individual point of contact, though substitutions will be accepted for meeting attendance.

Objectives

To take consideration of the Bude-Stratton Strategic Programme (BSSP) in order to develop an agreed capital project plan.

In the short term, to access the Cornwall Council Town's Fund, and submit a bid to progress a limited number of projects in Bude into a 'shovel ready' state.

The medium term intention is to become a body that will be able to meet Ministry of Housing, Communities and Local Government (MHCLG) requirements, bringing further funding opportunities forward.

The Town Team will create a Bude Town Centre Plan, with the aim of developing a strategy to create an environment supporting the future vitality of the commercial centre of Bude.

It is hoped that the Town Team Plan would give consideration to the following

- Preparing a SWOT analysis of the commercial centre;
- Undertaking a High Street Health Check;
- Conducting a Walking Audit;
- Public Engagement through street stalls;
- Action Planning Workshops to:
 - i. Identify three or four strategic projects
 - ii. Town Team Plan

Operation and decision making

The Team will aim to reach consensus decisions, however, it will operate on the basis of one member one vote. In case of a tie, the chair will hold a casting vote.

The meetings of the Team will be open to the Public. The agendas and minutes of the Team will be public documents, published on the BSTC website. Individual studies and research papers will be published subject to GDPR and commercial confidentiality.

The outputs from the Team will be made as recommendations to the Full Council of BSTC for democratic endorsement.

Membership of the Team will not commit any individual member to devoting its resources to the consequences of the Team's recommendations.

Each member of the Team will be responsible for delivering any action provided that it has agreed to undertake it.

Where funded actions are being developed or delivered, separate contracts will be formed through BSTC to deliver specific outputs.

Resolutions of any dispute will be through a meeting of the Town Team, any unresolved matters will be referred to BSTC for final arbitration.

Appointment

Initial appointment will be by the three members nominated by BSTC following an open call. Subsequent appointment will be by vote of Town Team membership.

Chairman

To be elected annually by the members.

Secretariat

Bude-Stratton Town Council

The Secretariat function will:

- Liaise with the Chairman to prepare the agenda
- Prepare and circulate minutes
- Monitor the completion of minuted actions
- Manage the meeting arrangements
- Be the central point of contact for all correspondence to the Town Team

The named BSTC Officers are:

Keith Cornwell Town Clerk
Francesca Churchill-Zerilli Project & Strategy Manager
Tracey Gliddon Assistant Clerk (Administration)

Frequency of Meetings

The meetings will be held as required.

Venue

Online or the Parkhouse Centre, Bude.

Finance

BSTC will be the accountable body. All financial arrangements will be directed by the standing orders and financial regulations of BSTC.

Constitutional Review

The constitution of the Town Team will be subject to annual review, to be conducted by the membership with any recommendations for change made to BSTC.

Exit Strategy

The Team will cease to exist upon the direction of BSTC. Should the Team cease, any records or information of the Town Team will be the property of BSTC.