

Rochford Town Team Constitution

1 Name

The name of the organisation shall be Rochford Town Team, hereinafter referred to as "the Town Team" or "the Association".

2 Interpretation

2.1 In these Rules, unless the context indicates otherwise:

"Annual Financial Statement" means the accounts and annual financial statement for the Association to be approved by Members;

"Annual General Meeting" has the meaning given to it in Rule 5.3;

"Association" means the Rochford Town Team;

"Chair" means the chairperson of the Association referred to in Rule 5.1;

"General Meetings" means the Annual General Meeting and Special General Meetings of the Association;

"Independent Examiner" means the person or company appointed in accordance with Rule 8.7;

"Members" means the members of the Association from time to time who have approved membership of the Association as referred to in Rule 4;

"Officers" means the Chair, Vice-Chair and Treasurer of the Association referred to in Rule 10.1;

"Secretary" means the Secretary of the Association referred to in Rule 4.8;

"Special General Meeting" has the meaning given to it in Rule 6.8;

"Town Programme" means the community programme involving local government, the business community and the community at large to organise, design, promote, improve and develop the Rochford Town area;

"Treasurer" means the Treasurer of the Association referred to in Rule 8.6.

"Vice-Chair" means the deputy chairperson of the Association referred to in Rule 5.2.

2.2 **References to Persons:** references in these Rules to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations or other entities.

3 Aims and Objectives

3.1 The aim of the Town Team is to advance the prosperity of Rochford and the well-being of its community. The aim is for Rochford to be a thriving town that people use, enjoy and revisit, where there are good working relationships between the town's organisations and where people who live, work or run a business are valued and can get involved.

3.2 The Town Team will deliver this by:

3.2.1 promoting Rochford more effectively to both local residents and visitors;

3.2.2 raising awareness of Rochford's unique historic character, buildings and places;

3.2.3 highlighting the retail, cultural and recreational opportunities available in and around the town;

3.2.4 publicising the wide range of community-run activities and events available for all ages;

3.2.5 supporting or delivering initiatives and events that attract people to Rochford and are for the greater good of the town, its people and its businesses; and

3.2.6 championing the aesthetic look and the well-maintained fabric of the town.

- 3.3 The Town Team will:
 - 3.3.1 ensure there is a platform for open discussion of important issues for the town;
 - 3.3.2 identify current and emerging issues for the town;
 - 3.3.3 provide a forum to enable representatives from local partners to work together and champion ideas that will help to deliver what we want to achieve; and
 - 3.3.4 create an approved action plan to develop and deliver the Town Programme.
- 3.4 Success will result in increased visits to the area, greater awareness by local residents, increased support for community events and improved footfall in the retail premises.

4 Membership

- 4.1 The Town Team is comprised of Members who are representatives of the local community with a genuine commitment to taking forward the shared Town Team aims and objectives.
- 4.2 Voting membership shall be open to anyone over the age of 16 who supports the aims of the Town Team and is eligible for membership of the Town Team.
- 4.3 Membership of the Town Team is open to public, private and voluntary/community organisations and agencies, irrespective of political party, nationality, religion or political opinion.
- 4.4 The introduction of new Members must be agreed at a meeting of the Town Team and endorsed by the Members.
- 4.5 Member representation is currently agreed as follows:
 - 4.5.1 Local businesses based in Rochford;
 - 4.5.2 Rochford Women's Institute;
 - 4.5.3 Churches based in Rochford;
 - 4.5.4 Rochford Hundred Historical Society;
 - 4.5.5 Rochford District Council;
 - 4.5.6 Rochford Parish Council; and
 - 4.5.7 Rochford Chamber of Trade and Commerce.
- 4.6 The Town Team will have the power to approve or reject applications for membership or to terminate the membership of any Member provided that the Member shall have the right to be heard by the Town Team before a final decision is made.
- 4.7 Any additions or changes in Members shall be proposed to a meeting of the Town Team and must be approved by the majority of voting Members attending that meeting.
- 4.8 The Secretary shall establish and maintain a register of Members specifying the name, contact details and occupation or business of each person who is a Member, together with the date on which the person became a Member and, in the case of Members that are not individuals, the name and contact details of that Member's individual representative.
- 4.9 If a person ceases to be a Member, the Secretary shall remove the details of such person from the register of Members.
- 4.10 Each Member shall advise the Secretary if there is any change to any of the information in the register relating to that Member.
- 4.11 The register of Members shall be kept at the principal place of administration of the Town Team and shall be open for inspection, free of charge, by any Member upon formal request made to the Secretary.

5 Management

- 5.1 The Town Team will be chaired by a named representative from Members, chosen by the Members for the period of one year commencing each 1st May. The Chair may hold office continuously for a maximum of three years, subject to confirmation by the Members each April. The Chair shall:
 - 5.1.1 preside at each General Meeting of the Association and will chair meetings in an impartial and inclusive manner;
 - 5.1.2 ensure business is conducted properly, focus is maintained on the priorities of the Town Team and that decisions are reached in an open and transparent manner and are guided by the Town Team aims and objectives; and
 - 5.1.3 act on behalf of the Town Team where timescales dictate and where the view of the Association is required. In these situations, the Chair will seek the views of as many Members as possible.
- 5.2 The Town Team will appoint one Member as Vice-Chair of the Association. In the absence of the Chair, the Vice-Chair shall be the chairperson for General Meetings and, in the absence of the Vice-Chair, Members present shall be entitled to elect a chairperson for the meeting.
- 5.3 An Annual General Meeting (AGM) will be held each April in order to appoint a Chair and Vice-Chair for the coming year, to re-elect or elect the Treasurer and to approve the Annual Financial Statement.
- 5.4 Administrative support will be provided by Rochford District Council, including the coordination of meetings, preparation of agendas and drafting of notes.
- 5.5 There will be no other titled posts or roles, but temporary duties and responsibilities can be assigned, with the agreement of the Members, in order to expedite the delivery of an action agreed by the Town Team.
- 5.6 The Town Team may appoint such staff as its Members consider necessary on such terms and conditions as they may determine and that are within the bounds of the financial capability of the Town Team.
- 5.7 The Town Team may appoint working sub-groups, advisory groups or working parties of its own Members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such entities will make regular reports on their work to the Town Team and the final decision to take proposals forward will remain with the Town Team membership.
- 5.8 The Town Team will not undermine the reputation or priorities of its Members and will respect the diversity of its membership.
- 5.9 Discussions will be the main principle of reaching decisions.
- 5.10 The proceedings of the Town Team will not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualifications of any Member.

6 General Meetings

- 6.1 The Town Team will meet on a monthly basis or as agreed at a Town Team meeting. The Town Team will aim to meet at least six times each year.
- 6.2 In order for the Town Team to officially conduct business and to cast votes, a quorum exists where a minimum of 4 Members must be present at each meeting and within those Members, including a Chair or Vice-Chair, a representative must be present from at least 3 different organisations. If a Member is unable to attend a meeting, a representative should be sent on their behalf wherever possible, with the exception of small businesses.
- 6.3 Each organisation will only have one vote when decisions are being taken, regardless of how many representatives are in attendance. If a decision cannot be reached, then a qualified majority (two thirds of votes) will be required to achieve that.

- 6.4 The maximum number of Members of the Town Team will be left open, such that core Members may invite others to join as and when required to allow effective working practice.
- 6.5 Subject to Rules 6.2 and 6.3, a question arising at a General Meeting of the Association shall be determined on a show of hands. Unless a poll is demanded before, or on the declaration of a show of hands, then a declaration by the Chair (for example, that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect has been entered in the Minute Book of the Association) shall constitute evidence of the outcome of the resolution without proof of the number or proportion of votes recorded in favour of or against that resolution.
- 6.6 At a General Meeting of the Association, a poll may be demanded by the Chair or by not less than sixty percent of Members present in person at the meeting.
- 6.7 Where a poll is demanded at a General Meeting, the poll shall be taken:
 - 6.7.1 immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of adjournment; or
 - 6.7.2 in any other case, in such manner and at such time before the closing of the meeting as the Chair directs, where resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- 6.8 A Special General Meeting may be called at any time at the request of the Chair or upon receipt of a reasonably documented request signed by not less than six Members who have the power to vote. A notice explaining the place, date, time and reason shall be sent to all Members two weeks beforehand.
- 6.9 Notices of the AGM shall be published two weeks beforehand and a report on the Town Team's financial position for the previous year will be made available at the same time.
- 6.10 Proposals to change the constitution must be given in writing to the Secretary at least 28 days before an AGM or Special General Meeting and approved by a two thirds majority of those present and voting.
- 6.11 A proper record of all transactions and meetings shall be kept.
- 6.12 A web page will be established to share agendas, minutes and relevant information with the public.
- 6.13 A dedicated email account will be maintained in order that members of the public may feed in their comments to one centralised location.
- 6.14 Unless otherwise agreed at a Town Team meeting, all public relations will go through Rochford District Council's Communications Team, with events being publicised through a named representative.

7 Powers

- 7.1 The Town Team has the discretion to decide how to deliver the aims and objectives and to make reasonable changes to reflect changing priorities and emerging economic and social trends.
- 7.2 The Town Team may make such regulations as its Members consider appropriate for the efficient conduct of the business of the Town Team.
- 7.3 The Town Team will have the following responsibilities:
 - 7.3.1 provide a partnership forum for discussing issues important for the area and its stakeholders;
 - 7.3.2 develop and own a robust delivery plan with agreed actions, financial allocations (where appropriate and available), expected outcomes, management of risk and milestones;
 - 7.3.3 co-ordinate the delivery of the project according to the plan and monitor performance;
 - 7.3.4 financial responsibility for the management of any funding or sponsorship received; and
 - 7.3.5 liaising with other stakeholders as part of agreeing developments in the town.
- 7.4 To further these aims the Town Team will have power to:
 - 7.4.1 obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Town Team;

- 7.4.2 associate local authorities, voluntary organisations and the residents of Rochford in a common effort to carry out the aims of the Town Team; and
- 7.4.3 do all such lawful things as will further the aims of the Town Team.

8 Accounts

- 8.1 The Town Team is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.
- 8.2 The funds of the Town Team including all donations, contributions and bequests, shall be paid into an account operated by the Town Team.
- 8.3 A bank account shall be opened in the name of the Town Team with such bank as the Town Team will from time to time decide. The Town Team will record authorisation for the Chair, the Treasurer and up to a maximum of 2 other Members to sign cheques on behalf of the Town Team.
- 8.4 All cheques drawn on the account must be signed by the Chair or Treasurer, together with one other authorised signatory.
- 8.5 The funds belonging to the Town Team shall be applied only to further the aims of the Town Team.
- 8.6 The Treasurer shall keep a record of all income, funding and expenditure. It is the duty of the Treasurer of the Association to ensure that:
 - 8.6.1 all money due to the Association is collected and received and all payments authorised by the Association are made; and
 - 8.6.2 correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.
- 8.7 An Independent Examiner shall be appointed by agreement at a General Meeting to thoroughly examine the Town Team annual accounts to ensure they are in line with the underlying books and records and that no errors have been made. The Independent Examiner will provide a summary report for submission to the AGM.

9 Dissolution

- 9.1 The Town Team may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at an AGM or a Special General Meeting.
- 9.2 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Town Team in the event of its being wound up while he or she is a Member or within one year after he or she ceases to be a Member, for:
 - 9.2.1 payment of the Town Team's debts and liabilities contracted before he or she ceases to be a Member;
 - 9.2.2 payment of the costs, charges and expenses of winding up; and
 - 9.2.3 adjustment of the rights of any contributories among themselves.
- 9.3 Any assets remaining after the settlement of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Town Team as the Town Team may decide.


10 Indemnity

- 10.1 The Town Team will indemnify and keep indemnified every Officer, Member, volunteer and employee of the Town Team from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Town Team in connection with its activities, the actions of its Officers, Members, volunteers or employees, or in connection with its property and equipment but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the Officer, Member, volunteer or employee sought to be made liable.


10.2 The Treasurer shall effect a policy of insurance in respect of this indemnity as deemed necessary.

11 Approved

This constitution of the Rochford Town Team was approved at a general meeting of the Town Team, held on 22/6/15. As witness, the signatories below.

Signed by Chair 

Date 22/6/15

Signed by Secretary 

Date 22/6/15

Signed by Treasurer 

Date 22/6/15