

BEER COASTAL COMMUNITY TEAM

TERMS OF REFERENCE



Background

The Beer Coastal Community Team was set up and operated as the result of a successful bid by Beer Parish Council, in partnership with East Devon District Council in June 2015 to DCLG Coastal Community Team Fund. The Beer Coastal Community Team CCT facilitated the development of an Economic Plan for the area and is now working towards tangible deliverables which improve the local economy of the area.

Responsibilities

The Coastal Community Team is the partnership (constituted as a Committee of Beer Parish Council) responsible for developing and delivering agreed Coastal Community Team objectives on behalf of the Accountable Body. It has responsibility for the implementation, monitoring and review of all projects.

Beer Parish Council is the Accountable Body with ultimate responsibility for the delivery of the programme. Beer Parish Council holds itself responsible for the successful operation of the programme and undertakes to ensure that financial propriety and compliance is observed in its management and administration of the programme. The Accountable Body is also responsible for personnel, accountancy and administrative services of the programme. It must carry out its responsibilities in accordance with Beer Parish Council Standing Orders and Financial Regulations.

Duties

The Accountable Body (Beer Parish Council) will:

- Enter into Funding Agreement with DCLG.
- Agree objectives in line with the Economic Plan.
- Provide advice and technical support to CCT on policies and processes.

The Coastal Community Team will:

- Develop and deliver objectives in line with the Economic Plan.
- Recruit a wide range of CCT members, reflecting the makeup of the area and the priorities of the Economic Plan.
- Conduct its business in a compliant manner, acting on the advice of Beer Parish Council on legal and technical issues as necessary.
- Promote the Beer Coastal Community Team, its plans and objectives throughout the local area.

CCT Membership

1. The CCT is constituted as a Committee of Beer Parish Council with core voting membership comprising five Beer Parish Councillors.
2. The CCT will also comprise non-Councillor members of the public, private, community and voluntary sectors, ensuring that it represents a broad range of interests across the area. Non-Councillor members will not have a formal vote at meetings.
3. The CCT will elect a Chairperson from the core membership of Beer Parish Councillors.
5. All members will be required to act in accordance with Beer Parish Council Code of Conduct (available on Beer Parish Council website)

Meetings

1. Meetings will be held monthly, unless cancelled by giving appropriate notice.
2. A calendar of meetings will be agreed each year for the next twelve months.
3. The quorum for meetings will be 3.

Working Arrangements & Decision Making

1. The administrative arrangements for CCT meetings will be undertaken by Beer Parish Council.
2. The agenda and papers will be circulated with appropriate notice before each meeting.
3. The minutes will contain resolutions for approval by the Accountable Body at the next Beer Parish Council meeting. The minutes will be approved as an accurate record of the meeting at the next CCT meeting.
4. CCT core members who are directly involved or have a direct interest in any project discussed will declare an interest and take no part in the consideration of the project, unless they have been granted a dispensation from Beer Parish Council. If CCT members represent an organisation which has an involvement in a project, but that organisation will not receive any financial benefit, representatives should declare an interest but can participate fully in the consideration (See also the Code of Conduct).

Variance to Terms of Reference

The Terms of Reference for the Coastal Community Team will be reviewed annually by Beer Parish Council.

Signed: *Geoff Pook*

Name: Geoff Pook

Position: Chairman of Beer Parish Council

Date: 9 July 2019