

WORKING TOGETHER FOR OUR COMMUNITY



TERMS OF REFERENCE & AIMS

SALTASH TOWN TEAM COMMITTEE

The aim of the Saltash Town Team is to provide co-ordination of development activity within the town; In doing so helping to improve the economic, social and environmental revitalisation of the Town – making Saltash a better place to live, work, visit and enjoy.

Membership	<p>This to be reviewed on an annual basis.</p> <p>Three Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)</p> <p>Three Cornwall Councillors (one from each division in Saltash)</p> <p>Two Saltash Chamber of Commerce members</p> <p>Two members CEPL12</p> <p>Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)</p> <p>This is the current list but additional members/officers could be asked to attend if a wider range of advice on a certain project might be required</p>
Quorum	<p>Meetings will be postponed if 50% or more of members indicate, prior to the meeting that they are unable to attend. If one or more of the Membership organisations is not represented, the meeting should be postponed. If voting on matters, it is up to the discretion of the Chair as to whether there is sufficient representation of the membership to progress.</p>
Chairmanship	<p>To be a rolling Chairmanship except where a project is being put forward for funding, then the same Chair should be in place until the funding application(s) has been submitted.</p>

Frequency of

Meetings	The Town Team will meet as agreed at the end of each meeting, in line with the pace of progress being made, the volume of business to be discussed and the timing of key milestones.
Venue	To be agreed at the end of the previous meeting.
Secretariat	Secretariat support for the group will be provided by a member of the group.
Reports to	Saltash Town Council as and when projects are requiring confirmation and support.

Detailed Terms of Reference and Aims of the Saltash Town Team

- 1. To bring together stakeholders, private and public sectors in the town to work in partnership and to co-ordinate their activities towards a common goal.**
- 2. To collate information to help inform decisions.**
- 3. To formulate a shared understanding for carrying out improvements for the benefit of all stakeholders. As appropriate, to identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town and for its long-term benefits.**
- 4. To help co-ordinate and implement the activities of those who provide services within the town.**
- 5. To seek and/or assist with funding of initiatives for the benefit of Saltash.**
- 6. To accept and acknowledge there is a partnership, and actively strive for cohesion within all members of the team, working together for the benefits of the Saltash community.**
- 7. To offer a forum whereby community groups, residents and private sector companies can seek advice/feedback on their emerging projects within Saltash. In addition, to engage with the community for the benefit thereof.**
- 8. To provide a forum whereby Members of the group can help to ensure co-ordination between existing and emerging projects.**
- 9. To give time or resources towards identified projects, and to establish task and finish groups, as appropriate.**
- 10. To agree to use an innovative and professional approach for the benefit of Saltash.**

- 11. To work in accordance with the principles of the Neighbourhood plan, when adopted.**
- 12. The Members shall publicly support the Town Team in a positive way, and support funding applications.**
- 13. The Members shall help plan, review and refine activities based on their knowledge and expertise.**
- 14. The Members shall listen to and respect the views of other members of the Town Team.**