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 improve the economic, social and environmental revitalisation of the Town – making Saltash a better place to live, work, visit and enjoy.

Membership	This to be reviewed on an annual basis but with the first review being held earlier post May 2021 elections
	Four Saltash Town Councillors (one of which to be the Chair of Saltash Town Council Vision Committee)
	Four Cornwall Councillors (or one from each ward in Saltash)
	Two Saltash Chamber of Commerce members
	Two members CEPL12
	Advisory/non-voting member – STC Town Clerk and Cornwall Council Community Link Officer (when required)
	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
Quorum	Meetings will be postponed if more than 50% of members indicate, prior to the meeting, that they are unable to attend, also, if 2 or more of the participant organisations are unrepresented. 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. It is the responsibility of each participant organisation to have a reserve representative available, who is kept fully up to date with ongoing projects being actioned by the group. This will reduce the necessity to cancel meetings at short notice.

Chairmanship	To be a rolling Chairmanship except where a project is being put forward for funding, then the same Chair should be in place to see the project reach its conclusion
Frequency of Meetings	The Town Teams 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	Currently via Virtual Platform (Zoom)
Secretarial	Secretarial 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 Teams

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 and prioritise a programme for carrying out improvements for the benefit of key stakeholders as appropriate. To also identify and prioritise projects to improve the economic, social and environmental revitalisation of the Town centre and for its long-term benefits.
4. To co-ordinate and implement the activities of all who provide services within the town
5. To seek and/or assist with funding with initiatives for the benefit of Saltash Town centre
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 all the residents of Saltash
7. To offer a forum whereby community groups, residents and other private sector companies can seek advice/feedback on their emerging projects with Saltash. In addition to engage with the residents of Saltash for the benefit of the community.
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 particular projects and to establish task and finish groups, as appropriate, to progress priory projects.
10. To publicly support the Town Team in a positive way and support funding applications by members on behalf of the Town Team.
11. To help plan, review and refine activities based on their knowledge and expertise in any field that they have experience in.
12. To listen to others and their views in the Town Teams.
13. To agree to try something different, using an innovated and professional approach for the benefit of Saltash Town centre