

DRAFT UPDATE OF THE TERMS OF REFERENCE OF THE MDCP JUNE 2014

MARKET DRAYTON COMMUNITY PARTNERSHIP

TERMS OF REFERENCE

This paper updates the terms of reference for the Market Drayton Community Partnership – MDCP as at June 2014 . These governance arrangements are not meant to be prescriptive and will be reviewed and amended as appropriate.

1. VISION AND OBJECTIVES

The Vision and objectives of the MDCP are to translate the 54 action plans within the Market Drayton Town Plan into reality and practice, to provide a strategy for the development of the Town and key economic, social and environmental priorities. To help achieve this process rolling programmes will be determined on a 2 year basis, confirming the actions taken and the plans for the future.

2. GOVERNANCE

2.1 The Market Drayton Community Partnership and its membership were formally determined following the launch meeting in February 2012.

2.2. The key function of the MDCP is to work towards the implementation of the Town Plan and associated actions and to work in partnership with local organisations and people to this aim, within identified priorities and time scales.

2.3. It is an independent, non political and self help oriented organisation. Whilst the MDCP will need to function within a managed process it will aim to be non bureaucratic, follow good corporate governance, be self starting in nature, flexible, act with a light touch and be action focussed. All members are volunteers .

2.4 As an independent body, the MDCP seeks to act in accordance with Government policy and the policies of Shropshire Council, Market Drayton Town Council and the Community Council of Shropshire, as appropriate and as determined by the MDCP. It will network with national and local organisations.

2.5. Membership of the MDCP will be open to all residents and local organisations and businesses etc relevant to Market Drayton.

2.6 A youth section may be established to represent those under the age of 18 years which may link with the Shropshire Youth Parliament. The MDCP will seek to link with local groups as appropriate to further these aims and objectives.

2.7 Membership of the MDCP which is an inclusive body will have two elements;

- The Working group
- The wider Partnership consisting of all those members who may support the objectives etc of the MDCP

The MDCP will elect a Working group from amongst its members to manage the business of the MDCP on a day to day basis. This group will account to the wider membership and will consist of volunteers from the Partnership which will include the posts of Chairman, Vice Chairman, Secretary, Treasurer. Elections to these posts will be held every one or more years as may be determined. The Chairman will normally be an independent member.

- 2.8 The Working group will meet bimonthly and the wider Partnership annually in the form of an Annual General Meeting.
- 2.9 Notice of meetings, agenda minutes etc will be communicated to all members five days in advance. Social media will be used as appropriate.
- 2.10 A quorum to transact business will be 6 members of the Working group.
- 2.11 All matters, as necessary, will be determined by a majority of members voting with the Chairman having a casting vote if necessary.
- 2.12 Action groups etc as in paragraph 4.1 below will be established for specific purposes and will be bound by these terms of reference.
- 2.13 The legal status of the MDCP is as an Unincorporated Association.
- 2.14. The MDCP will operate a bank account and all financial transactions will be managed via this account with regular accounts to the MDCP Working group.
- 2.15 The MDCP Secretary will keep notes of all meetings of the Working group which when agreed will be the correct record of the business transacted
- 2.16 The MDCP will account to the people of Market Drayton by progress reports at the AGM on implementation of the Town Plan

3. OUTPUTS AND OUTOMES

Action by the MDCP to achieve the above should result in:

- 3.1. Continuing liaison with the people of Market Drayton for the community to express their views and with local and national organisations with regard to implementation of the Town Plan etc.
- 3.2. Progress with regard to the 54 areas of recommendations within the Town Plan and updating as appropriate, demonstrated by means of annually updated action plans
- 3.3. Identification of potential sources of funding to support priorities
- 3.4. Liaison with appropriate authorities and organisations to develop the plan
- 3.5 Support and participation in the application locally of relevant national policies appropriate to the development of the Town Plan

4. WORKING ARRANGEMENTS

4.1 The above objectives and outputs of the MDCP will be achieved by appropriate action to lead on specific action points. This will be carried out by;

- 4.1.1 Working groups e.g. the Environment and climate change group
- 4.1.2 “Spin off “groups e.g. Incredible Edible Market Drayton to coordinate a specific interest group with delegated powers of action
- 4.1 3. Specific and targeted groups to manage a particular function or event e.g. the Market Drayton Community Arts Festival
- 4.1 4. Participation in joint ventures e.g. the MD Tourism and Visitor strategy group
- 4.1 5 Other delivery mechanisms as appropriate

4.2 All members of the MDCP will adhere to the Nolan Principles of Public Life – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

4.3 MDCP members will declare any relevant interests, particularly where there might be any conflict of such interests

4.4 Where appropriate and on an exception basis, MDCP members will respect and treat appropriately any information deemed to be of a confidential nature.

5. RESOURCES

The resources initially available include the time and experience of MDCP members, the people of the town, support from Market Drayton Town Council, Shropshire Council and other organisations and financial and other resources as may be determined. The working group will consider what other resources may be needed to meet the above and how these might best be sought and provided, including applications to support potential funding bodies for defined projects.

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