



BISHOP AUCKLAND TOWN TEAM

CONSTITUTION

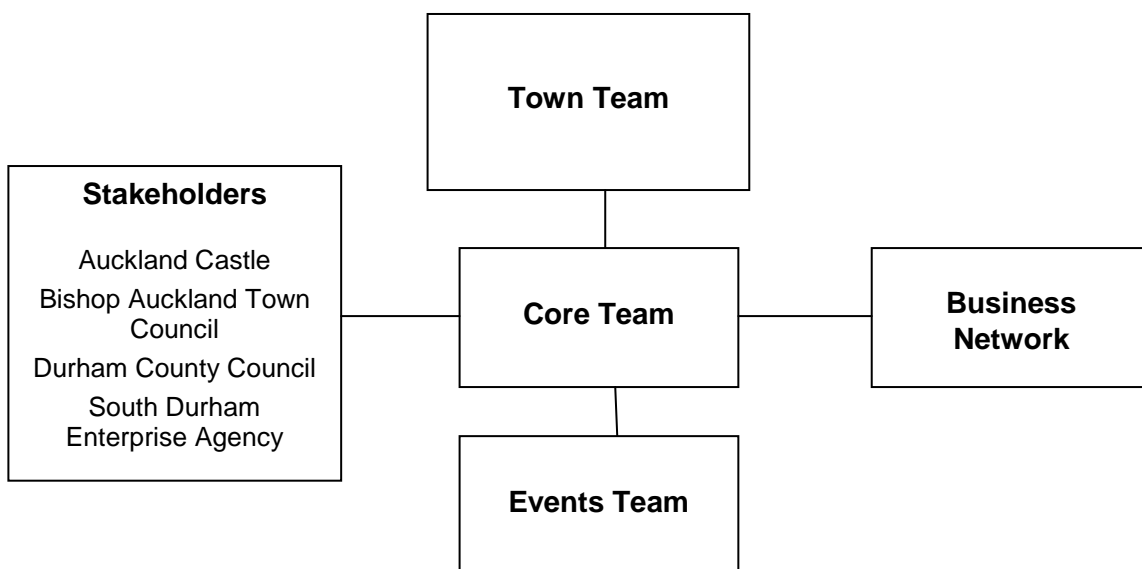
1. The name of the organisation shall be **Bishop Auckland Town Team**.
2. **Bishop Auckland Town Team**, is an open group of local people, businesses, public sector bodies and other interested parties with the objective of

Working in Partnership to Regenerate our Town Centre.

VISION AND AIMS

3. The Town Team's vision is of a vibrant, attractive and thriving town centre.
4. Its aim is to engage and work in partnership with all stakeholders to create a sustainable town centre whilst celebrating and protecting its cultural heritage.
5. The Town Team will explore options to formalise its structure to maximise financial opportunities.

STRUCTURE



6. **Town Team**

Anyone with an interest in improving the town centre can become a member of the Town Team by submitting their name and contact details to the Secretary.

7. Its role will be to act as a strategic body to:-

- determine a vision and strategic aims of the Town Team
- set a strategic direction and priority themes
- develop annual action plans to achieve its priority themes which will be delivered by the Core Team
- be responsible for the fundraising strategy

8. **Core Team**

A Core Team will be established to drive and deliver the Town Team vision, strategy and priorities. It will be responsible for the operational management of all Town Team resources, for reporting on progress to the Town Team and to deliver against agreed action plans.

It will consist of 12 members drawn from the following 4 sectors:-

- **Business Sector** 3 members nominated by the Business Network
- **Community** 3 members nominated by the Town Team Forum
- **Partners** 3 members representing key regeneration partners, (Durham County Council, Auckland Castle, Enterprise Agency)
- **Councillors** 3 Councillors representing the town.

9. **Events Team**

An Events Team will be established as a sub group of the Core Team to develop an events programme. The programme, which should be agreed by the Core Team, may include fundraising events as well as events aimed at increasing footfall to the town centre.

Any member of the Town Team may participate in the activities of the Events Team.

10. **Business Network**

A Business Network will be established and facilitated by the Core Team and local partners as a means to engage, consult and support businesses within Bishop Auckland. Whilst the Network will develop over time it will initially be utilised to communicate, consult and engage with the business community.

The Network will be used to listen to, regular communicate with and inform the business community of practical support, advice and various initiatives facilitated by the Town Team partners aimed at improving the town centre.

MEETINGS

General

11. Meetings shall last no longer than two hours. The Chair is empowered to put a time constraint on items to ensure compliance. Any member who feels their concerns have not been adequately aired can ask for the subject to be included on the next agenda.
12. Decisions will generally be made by consensus, however if there is no clear consensus decisions can be made by show of hands or secret ballot, as deemed most suitable by the Chair. In the event of a tie, the Chair has the casting vote.
13. Conflicts of Interest must be declared at the start of the relevant agenda item and recorded, and the declarer will not be allowed to vote. A decision must be taken by the Chair, with advice from members, as to whether the declarer should leave the room during the

discussion. Failure to declare a Conflict of Interest can lead to that member being censured for improper conduct.

14. Members must abide by reasonable standards of behaviour. The Chair has powers to either curtail the discussion or ask an offending member to leave.

Town Team

15. Meetings of the Town Team shall take place on a quarterly basis and shall be open to the press and public to attend, except when confidential items are being discussed.
16. A quorum at full Town Team meetings shall be seven members, which shall include a minimum of one member from any three of the four sectors of the Core Team.

Town Team Annual General Meeting (AGM)

17. The AGM will be held in May each year.
18. It will:
 1. Confirm representation from the Business, Partner and Town Council Sectors to the Core Team
 2. Elect representatives from the Community Sector to the Core Team
 3. Elect a person from the Core Team to be Chair of the Town Team. This person will also chair the Core Team
 4. Elect a person from the Core Team to be Vice-Chair of the Town Team. This person will also be Vice-Chair of the Core Team
 5. Elect a person from the Core Team to be Chair of the Events Team.
 6. Elect a person from the Core Team to be Vice-Chair of the Events Team.
 7. Appoint a member of the Core Team to be Treasurer.
 8. Receive a financial year end report

Core Team

19. Meetings of the Core Team shall take place every two months.
20. A quorum at Core Team meetings shall be four members, which shall include a minimum of one member from any three of the four sectors.

URGENT DECISIONS

21. In circumstances where a decision needs to be made urgently and there is insufficient time to call a meeting of the Core Team, the Chair of the Core Team, or in his absence the Vice Chair of the Core Team, may make the decision after consulting with and getting agreement of two other members of the Core Team. The three people involved in making this decision shall be from different sectors.

A record will be made of the decision, including the reason for its urgency, and shall be presented to the next Core Team meeting.

MANAGEMENT OF MONEY AND ACCOUNTS

22. Money and property must only be used for Town Team purposes.
23. A person will be appointed each year to act as treasurer.

- 24. The Treasurer will keep appropriate accounts. The most recent annual accounts can be seen by any member of the Town Team on request.
- 25. Officers cannot receive any money or property from the Town Team, except to refund agreed expenses made on behalf of the organisation and refunded by the Treasurer on submission of proof of spend.
- 26. Money must be held in the Town Team's bank account. All cheques must be signed by 2 people authorised to do so by the Core Team.

INDEMNITY

- 27. The Town Team shall 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.
- 28. This indemnity shall not however extend to liabilities arising from willful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall effect a policy of insurance in respect of this indemnity.

DISSOLUTION

- 29. If the Core Team decides by two thirds majority at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Town Team, they shall call a meeting of full membership of the Town Team.
- 30. If such a decision shall be confirmed by a two thirds majority of those present and voting at such meeting, the Core Team shall have power to dispose of any assets held by or in the name of the Town Team.
- 31. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Town Team as the Core Team may decide.

REVIEW

- 32. This constitution is to be reviewed periodically as and when the need arises.

Signed:
Chair

Date:

Signed:
Vice-Chair

Date:

Signed:
Treasurer

Date: