

**Working Together for the TQ6 Community**

**The Constitution of TQ6 Community Partnership**

The name of the Group shall be *TQ6 Community Partnership* (TQ6 CP)

TQ6 Community Partnership is a partnership of local residents, local community groups and service providers /public services including police, housing trusts, fire service, health, schools, children’s and youth services, local councillors and many more. It has been set up to provide a forum to work together to find local solutions to issues and concerns identified by residents within the TQ6 area, with the aim to improve life and the local neighbourhood for all. It also aims to taking a more joined up approach to working in our local area.

The full partnership is managed by a small Executive Committee made up of democratically elected community members who oversee partnership business. Residents of the local area of TQ6 (Townstal, Dartmouth and the surrounding villages) will be encouraged to take up the key roles of Chair, Vice Chair, Secretary and Treasurer.

TQ6 CP have a full partnership meeting bi monthly for information sharing, networking and opportunities to collaborate.

TQ6 CP is an inclusive partnership open to anyone who lives or works in Townstal, Dartmouth and the surrounding villages.

**AIM**

The aim of the Partnership is to:

* Improve the local area for the benefit of it’s residents (includes activities and access to services).
* To support residents and community groups taking action to improve life and community through their own efforts, or through influencing and working with other organisations.
* To strengthen local community spirit by ongoing active listening, connecting and enabling.
* To encourage and support joint projects between local residents and organisations and services.

**RESPONSIBILITIES AND COMMITMENTS**

TQ6 CP has the responsibility and commitment to:

* Focus on the health and wellbeing of the residents of the area and to foster ways of working with local service providers to better deliver services locally.
* Invite and receive contributions and raise funds to finance the work of the Partnership or to redistribute to local organisations for specific purposes contributing to the aims of the Partnership, and to open a bank account to manage such funds.
* Publicise and promote the work of the Partnership and organise meetings, training courses, events or seminars as required.
* Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non- statutory organisations.
* A commitment to use clear and inclusive language, with a minimum of jargon or specialist language. We are committed to communicate in a way that all our residents can understand and access and expect the same of all our partners.
* To employ staff (who shall not be members of the Executive Committee) as necessary to conduct activities to meet the objectives.
* Invite volunteers to contribute to the work of the Partnership.
* To establish or support any charitable trust, association or institution formed for all or any of the objectives.
* Take any form of action that is lawful which is necessary to achieve the objects of the Partnership.

**MEMBERSHIP**

* Membership of the Partnership shall be open to:

a) ALL residents of Townstal, Dartmouth and surrounding villages

b) Representatives, volunteers and staff of community groups, voluntary organisations and local interest groups.

c) Service providers and public services based in and serving Townstal, Dartmouth and surrounding villages.

* The majority of committee members of the Partnership should be residents of the TQ6 area.
* The remaining members of the Partnership will be made up of public bodies and agency representatives, including, but not exclusively: Housing associations; councillors and staff; NHS, Health, Children’s Services, Youth organisations, Police, Fire Service, representatives of schools or training organisations serving the TQ6 area. These representatives may be nominated by the aforementioned organisations and groups. (It is permissible for a resident to also be a representative of one of the aforementioned organisations in order to make up the resident representation on the committee).
* All members/ residents who show an interest in the Partnership will, with full consent, have their details added to a Partnership distribution list for circulation of minutes and information. The committee will be responsible for keeping details secure and not give out any details without prior consent.
* The Partnership may establish junior membership schemes for children or young people.

**EXECUTIVE COMMITTEE**

* Each year at the Annual General Meeting (AGM), the Executive Committee elected members will stand down for re-nomination. Then members shall select from amongst themselves a new or re-elected chairperson, vice chairperson, secretary and treasurer, who shall hold office from the conclusion of that meeting. Voting may take place by a show of hands.
* The Chairperson of the Partnership must always be a resident of TQ6, other than when a temporary stand-in is needed for a specific meeting. Likewise, the other elected officers must be residents of TQ6 area. If no resident comes forward, an agency partner may stand in until a resident can be found).
* A majority of the executive committee must be residents of the neighbourhood.
* The Executive Committee is ultimately accountable to the local community and shall keep them informed of all major proposals and circulate/communicate important community messages.
* The Executive Committee will oversee the wider community membership, keep them regularly informed of decisions and progress by appropriate means such as minutes, newsletters, email, Facebook and word of mouth. (In doing so TQ6 CP distribution of information will include large print, audio (including phone) and other languages where appropriate and affordable).
* The Executive Committee may co-opt further residents to assist with organisation of events and development of projects. Co-opted members shall have the same rights as elected members and may be co-opted again at the next AGM.
* Members of the Executive Committee may resign from the Committee by providing the Secretary/ Chair with written notice.
* In the case of a proposal of no confidence in the Executive Committee being put and passed by majority vote at an AGM or Extraordinary General Meeting (EGM), the Executive Committee will arrange for new elections to be held within one month and will resign effective from the date of the new election. Existing Executive Committee members may stand again in the new election.
* Members of the Executive Committee including those with elected roles may be removed from office by a majority vote at an EGM if :

1. It can be demonstrated that they are not acting in the best interest of the Partnership and providing that the individual concerned is given the right to be heard at an EGM, accompanied by a friend.
2. If members do not conduct themselves in an appropriate manner while representing the partnership.
3. Members are absent without sending apologies, for 4 consecutive Partnership meetings, rendering their post vacant.

**PARTNERSHIP MEETINGS**

* The Partnership shall meet bi monthly for information sharing, networking and opportunities to collaborate.
* Members shall be given at least three weeks’ notice of when an AGM or EGM is due to take place.
* Every elected officer, resident member, community/ voluntary/local interest group and agency body will have a vote. For resolutions to be passed a proposal must be made by a member and seconded by another and finalised by a show of hands by those in favour.
* All residents and partners serving the community are entitled to vote at full Partnership meetings (AGMs or EGMs). Voting shall be done by a show of hands on a majority basis. In the case of a tied vote, the Chairperson of that meeting shall have the casting vote.
* At least 60% of Partnership members must be present for a meeting to be quorate (*entitled to vote on important decisions –at the discretion of the Chairperson*). Where a meeting is not quorate the Partnership may make provisional decisions on urgent matters, to be agreed or not, at the next quorate Partnership meeting.
* The Executive Committee should meet regularly outside this bi- monthly meeting to action agenda issues and Partnership activities.
* The Partnership may appoint subcommittees to carry out particular tasks and report to it. Subcommittee members can come from any part of the membership.
* The Partnership may co-opt expertise as it sees fit with a majority vote at that particular meeting. For example, TQ6 CP might need an expert on the committee if it were carrying out a survey. The committee may specify in advance the terms and length of service of the co-optee.
* An Annual General Meeting (AGM) shall take place annually, no later than three months after the end of the Partnership’s financial year (31st March).
* There should be a Chairman’s report to the AGM on the year’s business and a treasurer’s financial report.
* An EGM to discuss an urgent matter can be called by the Executive Committee members.

**FINANCE**

* Any money acquired by the Partnership, including donations, contributions and bequests, will be paid into an account operated by the Executive Committee in the name of the Partnership. All funds must be applied to the objects of the Partnership and for no other purpose.
* Organising and accounting for any income and expenditure is the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Partnership stays within budget. The Chair will have overall responsibility for the funds. Official accounts shall be maintained, and will be examined annually by an independent chartered accountant who is not a member of the Partnership.
* Financial updates shall be presented to the Partnership as well as an annual financial report presented at the AGM .

**ALTERATION OF THE CONSTITUTION**

* Any changes to this constitution must be agreed by the Executive Committee and presented to the Partnership for approval as an agenda item at next meeting.

**DISSOLUTION**

* The Partnership may be dissolved if deemed necessary by the members in a two thirds majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Partnership Committee.

**ADOPTION**

The constitution was first adopted by members of the Partnership at its first

meeting held at Townstal Community Hall on the 2nd June, 2009

Names and signatures of the current executive committee members 2021

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| Chair | Graham Webb |
| Vice Chair | Alisa Kefford-Parker |
| Treasurer | Graham Campbell |
| Health and wellbeing Advisor | JoAnne Jones (Co-opted) |
| Secretary | Vacant (role currently undertaken by Co-ordinator) |