



Clevedon Coastal Community Team

Terms of Reference

1. Name

The name is: CLEVEDON COASTAL COMMUNITY TEAM (often referred to as Clevedon CCT).

2. Vision¹

- Encourage greater local partnership in coastal areas.
- Support the development of local solutions to economic issues facing coastal communities.
- Establish a network of teams across England who can work together and with Government to tackle issues facing coastal communities.
- Encourage the sustainable use of heritage / cultural assets to provide both a focus for community activities and enhanced economic opportunities.

3. Aims

- A forum for local organisations and groups to co-ordinate their activities and influence the wider agenda.
- A vehicle for obtaining funding and mobilising support and resource for projects.
- A means of sharing best practice gathered locally, regionally and nationally.
- An environment for generating new ideas and seeking out ways of taking them forward to delivery.

¹ Coastal Community Teams now fall within the jurisdiction of the Ministry of Housing, Communities and Local Government. The vision set out in this document is taken from the Department of Communities and Local Government CCT prospectus published March 2015.

4. Membership

- Consists of community groups, charities, business organisations, clubs, societies and local Government agencies that are committed to economic and social growth in Clevedon.
- Is reviewed on an annual basis, although members can join or resign at any point during the year.
- Clevedon CCT will seek to build collaborative partnerships with other relevant bodies such as the Clevedon Business Improvement District (BID) and the Neighbourhood Planning Team. Such bodies will be encouraged to take up Clevedon CCT membership.
- Members must represent an organisation and cannot represent themselves as individuals. They may nominate one named substitute who may vote on their behalf.

5. Method of Working

- Clevedon CCT will meet at least once every three months. Additional meetings can be called as required.
- Secretarial and administrative work including the preparation of agendas and minutes and the provision of a meeting room is the responsibility of the 'accountable body' as defined in the original DCLG prospectus – in this case Clevedon Town Council.²
- Meeting agendas and papers will be circulated at least 48 hours in advance and minutes circulated within fourteen days if possible.
- A Chair will be elected every year for a term not exceeding twelve months. The Chair will be responsible for the conduct of meetings.
- Decisions will be made by consensus where possible, although a decision can be carried if 60% of those present at a meeting agree.
- The CCT secretariat will maintain a list of projects that Clevedon CCT is actively supporting which will include the name of at least one member who will be responsible for updating Clevedon CCT on progress, seeking action where necessary.

² Ibid.