



AYLSHAM TOWN COUNCIL

CITTASLOW AYLSHAM COMMITTEE

1. NAME

The name of the Committee shall be The Cittaslow Aylsham Committee, called the 'Committee' in these terms of reference.

2. STATEMENT OF PURPOSE

The Committee will be responsible for ensuring that the overall aims and objectives of the Cittaslow Goals, as set out by Cittaslow Italy, are achieved.

The Committee will be required to oversee the implementation of the Cittaslow Programme and to ensure that progress towards the Goals is fulfilled. In taking its decisions, the Committee will take full account of Government guidance and requirements about the proper use of public funds.

3. MEMBERSHIP

- 3.1 Each Member will be nominated by his/her organisation to serve on the Committee for a minimum term of one year. At the end of each year the Member organisation will be required to confirm to the Cittaslow Aylsham Committee its representative for the forthcoming year.

Each Member may only represent one organisation on the Committee.

Membership will be open to all organisations within the community.

Representatives will be invited from organisations such as:

- Aylsham Town Council
- Aylsham Community Partnership
- Broadland District Council
- Norfolk County Council
- Slow Food Aylsham
- Local Business & Aylsham Business & Enterprise Forum
- Tourism through the Tourist Information Centre and other appropriate formal Tourism Groups
- Aylsham Local History Society
- Youth Organisations
- Fellowship of Churches
- Aylsham Evening Women's Institute
- Aylsham High School/Aylsham Cluster of Schools/Aylsham Community of Schools
- Aylsham Care Trust
- Aylsham Rotary Club



- Aylsham Library
- Jubilee Family Centre
- Greenlanes Community Garden Group
- Chairman of Sub-Committee(s) – currently Cittàslow Community Events
- Other relevant local community organisations

Please note that the above list is not exhaustive and can be added to at any time. The Committee shall also have the right to invite individuals who have experience and enthusiasm to assist the Committee in its objectives.

To qualify to sit on the Cittàslow Committee as a representative of an organisation, an individual must have resided in Aylsham, or within three miles of it, for the last 12 months or occupied as owner or tenant any land or premises therein or had their principal or only place of work there. Place of work can be interpreted as membership of an Aylsham organisation.

3.2 The following organisations will nominate Officers as appropriate to service and advise the Committee

- Aylsham Town Council

Please see 4.6 on voting rights for the above officers

3.3 It is the responsibility of the organisations to ensure that they inform the Committee secretariat of any changes in the names, addresses, phone, fax and email details of their representatives.

3.4 Removal from Membership

Membership of the Committee may be removed by a decision of the Committee. Removal shall be a last resort, where appropriate, after warning or suspension.

Removal shall only take place if the reasons for removal have been brought to the attention of the relevant member and that member has been given an opportunity to make representations to the Committee either in writing or verbally.

Removal of a representative may also occur if 3 consecutive meetings are missed. When a representative has missed 2 consecutive meetings a reminder letter will be issued to both the representative and the member organisation. In the event of a third consecutive meeting being missed then the member organisation may be given the opportunity to nominate a new representative prior to membership being revoked.

3.5 Lapse of Membership



A named representative shall automatically cease to be a member of the Committee if that person ceases to be a member or employee of the member organisation. A new representative will be required from the member organisation.

3.6 Responsibility of Committee Members

Members of the Committee must work in the best interests of the community of the area of benefit, rather than any individual organisation.

3.7 Vacancies

Vacancies that occur during the course of the year will be filled by the relevant organisation being asked to nominate another Committee representative. The Committee will then receive that name at their next meeting and the nominated person will become a Member from that meeting.

Should an organisation responsible for nominating a Committee Member fail to make a nomination, despite request and reminder, the Committee may co-opt a new organisation to fill the vacancy. Any co-option will be endorsed by the next Committee meeting, to confirm the co-option.

3.8 Chairman – Committee

The Committee will annually elect a Chairman and Vice-Chairman. The Vice-Chairman will chair Committee meetings in the absence of the Chairman.

3.9 Substitute at meetings

A Committee Member may appoint another representative of his/her organisation to act as substitute at any meeting. The name of such substitute must be notified to the Committee Officer prior to the meeting. Regular substitution may result in the member organisation being required to reconsider its representation.

4. CONDUCT OF MEETINGS

4.1. Frequency and calling of meetings

The Committee will meet a minimum of once every two months. The Committee will not meet in August or December.

The Chairman or Vice-Chairman of the Committee may call additional meetings as appropriate.

Five Members of the Committee may request in writing to the Chairman that a special meeting of the Committee be held, in which case such a meeting will be called as soon as practicable. The written request shall specify the business to be considered which shall be relevant to the purpose and the role of the Committee.

4.2. Notice of meetings and publicity



The dates and times of ordinary Committee Meetings will be set annually by Aylsham Town Council as part of its programme of meetings for the year.

Members of the Committee will be given at least seven days notice, including weekends and Bank Holidays, of any change in the date or time of a pre-arranged meeting and the same notice of any special meeting.

The agenda shall be agreed by the Chairman.

4.3. Quorum

No Committee decisions shall be made at a meeting of the Committee unless one third of Members of the Committee are present, provided there is a balanced representation from the sectors across the Committee.

4.4. Public Access to Meetings

All Committee meetings will be held in Public. Any confidential items of business will be recorded as such, discussed in private and not publicised outside the Committee and Aylsham Town Council. Non-confidential information should be shared with member organisations and the wider community through newsletters, press releases and Network meetings.

4.5. Motions and voting

Decisions of the Committee will normally be made by consensus. However, in the event of decisions requiring a vote, each individual Committee Member present at the meeting will have one vote. No proxy votes will be allowed. In the event of a vote decisions will be made by a simple majority.

In the event of a tied vote the Chairman of the Committee (or the Vice-Chairman in the absence of the Chairman) will have a second or casting vote.

Where necessary motions, which are moved and seconded, shall be considered by the Committee and a vote taken.

4.6. Attendance and role of Advisors at meetings

Aylsham Town Council Officers will have advisory roles and will not have voting rights

The Chairman of the Committee may invite other people to address the Committee on matters under discussion.



4.7. Minutes

The Committee meetings will be serviced by Aylsham Town Council.

Minutes shall be taken of all Committee meetings by the appointed Officer and copies sent to all current Committee Members before the next meeting, as set out in Aylsham Town Council's Standing Orders. Minutes will be made available for all members of the community.

At its next meeting the Committee will confirm the minutes of the previous meeting as a correct record.

Minutes of all Committee meetings shall be presented to the next appropriate meeting of Aylsham Town Council for formal adoption.

5. **CONFLICTS OF INTEREST**

5.1. Declaration of Interest

If any Committee Member has a personal interest whether direct or indirect, in any matter under consideration by the Committee, that Member shall declare that interest verbally at the beginning of the meeting and shall be able to speak but not vote on that item. The Committee may require a Member who has declared an interest to leave the room while a debate and vote is being held on that item. If any Committee Member has a financial interest, whether direct or indirect, in any matter under consideration by the Committee, that Member shall declare that interest verbally at the beginning of the meeting and shall not speak or vote on that item. The Member who has declared a financial interest must leave the room while a debate and vote is being held on that item.

Any declaration of interest shall be recorded in the minutes, and the Committee Member required to complete a Declarations of Interest form, which will be attached to the Minutes.

5.2. Code of Conduct

Committee Members have an overriding duty to the community of the area of benefit. They act as custodians of public funds. They will therefore be expected to conduct themselves in accordance with the "seven principles of public life" set out by the Committee Standards in Public Life (the Nolan Committee) these are:-

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.



Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

6. FINANCIAL MATTERS

6.1 The Cittàslow Committee will be governed by the following financial legislation:

- Local Government Act 1972 (Sections 137, 150, 151 & 168)
- Local Government Act 1988 (Sections 111-116)
- Audit Commission Act 1998. Sections 15 and 16
- Local Government Act 2003 (Sections 21 & 22)
- Local Authorities (Capital Finance & Accounting) (England) Regulations (S.I.No 3146)
- The Accounts and Audit Regulations (England) 2011 (SI 2011/817)

6.2 Any financial decisions resolved by the Committee will be subject to ratification by Aylsham Town Council

6.3 Aylsham Town Council may not withhold ratification for expenditure proposed by the Cittàslow Committee unless it is deemed to be “ultra vires” or the money to be



spent is part of Aylsham Town Council's budget to which Aylsham Town Council retains the final decision for expenditure.

- 6.4 The Cittàslow Aylsham Committee will be given delegated authority to spend any grant or any other outside money, which has been awarded directly to the Cittàslow Committee. Any agreed expenditure will receive formal ratification by Aylsham Town Council provided it does not contravene clause 6.3.

7. ACCOUNTABLE BODY

The activities and decisions of the Committee, in relation to Cittàslow, shall at all times be subject to the power of audit and direction of Aylsham Town Council as the Accountable Body for the purposes of the Cittàslow Initiative.

8. SUB-COMMITTEES AND WORKING PARTIES

The Aylsham Cittàslow Committee may from time to time appoint such Sub-Committees as it deems appropriate, and these Terms of Reference shall apply to such Sub-Committees, except as defined under 8.2 below. ***Working Parties are advisory groups, with separate agreed Terms of Reference and may make recommendations only to the appropriate Sub-Committee or to Cittàslow Aylsham***

- 8.1 The Aylsham Cittàslow Committee Chairman and Vice-Chairman shall automatically be full voting members of any Sub-Committee unless they specifically signify that they do not wish to serve.
- 8.2 Minutes of Sub-Committee Meetings shall be confirmed at the next ordinary meeting of the Sub-Committee and presented to the Aylsham Cittàslow Committee for formal adoption without further reference to Aylsham Town Council. It is expected that formal adoption of Sub-Committee Minutes and any matters arising therefrom will be recorded in the Minutes of the Aylsham Cittàslow Committee and presented to Aylsham Town Council as detailed under 4.7 above.

9. DEVELOPMENT OF CITTASLOW

The Committee shall fully support the development of Cittàslow worldwide and shall adhere to the Statute and Charter of the International Organisation as amended from time to time

- 9.1 Requests for Presentations to other bodies on Cittàslow shall be discussed with the Committee Chairman. Delegates shall include either a Town Council representative from the Aylsham Cittàslow Committee and/or an Officer of the Town Council, as appropriate.