

Individual Decision

Title of Report:	Representation on Outside Bodies – Thatcham Vision Steering Group		
Report to be considered by:	Cllr Emma Webster	on:	11th August 2005
Forward Plan Ref:	ID1029		

Purpose of Report:

To consider nominations to the Thatcham Vision Steering Group

Recommended Action:

To agree the Council's representation on the Thatcham Vision Steering Group

Reason for decision to be taken:

As required by the Thatcham Vision Steering Group Constitution, to nominate a West Berkshire Member to the steering group

List of other options considered:

None

Key background documentation:

None

Portfolio Member:	Cllr Emma Webster
Tel. No.:	01635 33470
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details	
Name:	Peter Dinsmore
Job Title:	Policy and Research Officer
Tel. No.:	01635 519973
E-mail Address:	pdinsmore@westberks.gov.uk

Supporting Information

1. Background

- 1.1 The purpose of the Thatcham Vision Steering Group is to develop a strategy and vision for Thatcham. The steering group will oversee the implementation of the vision and strategy, ensuring that there is effective communication and consultation with key stakeholder groups and the local community.
- 1.2 The membership consists of up to a maximum of 12 people and includes:
- i) One District Council and one Town Council Member;
 - ii) Residents or persons including those that represent a local group or nominated by residents;
 - iii) Co-opted members at the discretion of the Thatcham Vision Steering Group.
- 1.3 Meetings will be held on average every two months minimum or as may be as required; the project is expected to take two years to complete.
- 1.4 The Thatcham Vision Steering Group once it has completed the work, will refer the Vision to Thatcham Town Council and West Berkshire District Council for adoption.
- 1.5 The Group has been meeting since January 2005. The constitution was adopted at the meeting on the 16th June, 2005 and a request was made to West Berkshire Council to nominate a Member of the Council formally to this Group. As part of establishing the Steering Group, Councillor Owen Jeffery has represented this Council to date.
- 1.6 Cllrs Owen Jeffery and Sheila Ellison have expressed an interest in undertaking this role.

Appendices

Appendix 1 – Draft Thatcham Vision Steering Group Constitution 16th May 2005

Implications

Policy:	The proposals outlined in this report do not contradict any of the Council's existing policies, including those outlined in the Corporate Plan.
Financial:	None
Personnel:	None
Legal:	None
Environmental:	None
Equalities:	Promotes social inclusion in line with the Council's Equalities Strategy.
Partnering:	None
Property:	None
Risk Management:	None
Community Safety:	None

Consultation Responses

Members:

Leader of Council:	Cllr Graham Jones
Select Committee Chairmen:	Cllr Gordon Lundie
P & L Committee Chairmen	N/A
Ward Members:	Cllr Alexander Payton, Cllr Paul Pritchard, Cllr Sheila Ellison, Cllr Mollie Lock, Cllr Owen Jeffery, Cllr Terry Port, Cllr Jeffrey Brooks and Cllr Keith Woodhams
Opposition Spokesperson:	Cllr Jeffrey Brooks
Advisory Members:	N/A
Local Stakeholders:	N/A
Officers Consulted:	Andy Day, Steve Clarke and Chris Gee
Trade Union:	N/A

THATCHAM VISION

STEERING COMMITTEE CONSTITUTION

(based on a model prepared by Kent RCC)

NAME

The name of the organisation shall be the Thatcham Vision Steering Committee hereafter referred to as the committee.

PURPOSE

The purpose of the Committee shall be to:

1. To develop a Vision and Strategy for Thatcham
2. To oversee the implementation of the Vision and Strategy for Thatcham
3. To ensure that there is effective communication and consultation of the Vision and its Action Plan with key stakeholder groups and the local community in general.
4. To refer the Vision to both Thatcham Town Council and West Berkshire Council for adoption.

MEMBERSHIP

Election to the Committee will take place at a meeting open to the public. Any resident or person, particularly those representing a local group, may stand for election to the Committee. Residents may also nominate representatives for election to the Committee. The committee should constitute a maximum of 12 members.

The Town Council and the District Council may nominate one voting representative as well as a named substitute to serve on the Committee.

The Committee may co-opt additional members at its discretion so long as the total number of co-opted members does not exceed the number of elected members.

A person shall cease to be a member of the Committee having notified the Chair or Secretary in writing of their wish to resign.

OFFICERS

The Committee shall elect one of its numbers to be Chair of its meetings, a Secretary, and a Treasurer.

The Committee may elect one of its numbers to be Vice-Chair.

The Chair, Vice-Chair, Secretary and Treasurer will be elected on an annual basis.

MEETINGS

The Committee shall meet every two months as a minimum or as may be required. At least five clear days' notice of meetings shall be given to members by written notice left at, sent by post or email, to the member's last known address. All notices of Committee meetings must be accompanied by an Agenda, which details the matters to be discussed at the meeting.

At meetings of the Committee where the Chair is not present, the Vice-Chair or in his/her absence such other members elected for the purpose shall take the Chair.

Every matter shall be determined by a majority of votes of the Committee members present and voting. In the case of equality of votes the Chair of the meeting shall have a casting vote.

The quorum for the meeting will be one-third of the whole number of members of the committee or three members whichever is the greater.

The Secretary shall keep a record of meetings in a minute book.

WORKING GROUPS

The Committee may appoint such working groups as it considers necessary to carry out functions specified by the Committee and make recommendations to the Committee. Working groups do not have power to authorise expenditure on behalf of the Committee.

The Chairman of each of the Working Groups will be a member of the Steering Group.

FINANCE

The Treasurer shall keep proper books of account, shall report to each meeting of the Committee and shall prepare a statement of account for independent audit.

Funds will be held by Thatcham Town Council, in a dedicated account.

All cheques for payment shall be signed by two authorised signatories. The authorised signatories would be the Chairman, the Town Clerk and the Treasurer.

All Committee members have the right to inspect the books.

CHANGES TO THE CONSTITUTION

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Committee present.

DISSOLUTION OF THE COMMITTEE

Upon dissolution of the Committee any remaining funds shall be disposed of by the Committee in accordance with the decisions reached at an Extraordinary Meeting open to the public in the area of benefit called for that purpose. No individual member of the Committee shall benefit from the dispersal.