



# Southwold Coastal Community Team

## Terms of Reference

### OVERVIEW

The Southwold Coastal Community Team (CCT) is a local partnership consisting of a range of business and community representatives who have an understanding of the issues facing the town and can work towards developing an effective plan to improve the economy of the town.

The entire administrative area of Southwold is included within the CCT with an emphasis on the core commercial and tourism areas, plus taking into consideration the neighbouring parish of Reydon.

### VISION

*For Southwold to be **the** successful, vibrant and attractive town on the East Coast, where people want to live, work and visit.*

*To bring together various business, commercial and community interests to inspire and guide a coordinated approach to creating greater future economic prosperity for the town.*

### MAIN AIMS AND OBJECTIVES

Coastal Community Teams across the country have been established to:

- encourage greater local partnership working in coastal areas;
- support the development of local solutions to economic issues facing coastal communities;
- encourage the sustainable use of heritage/cultural assets to provide both a focus for community activities and enhanced economic opportunities; and
- create links to support the growth and performance of the retail sector.

In addition, the Southwold CCT will:

- work with other CCTs across England and with the Government to share knowledge on how tackle issues facing coastal communities;
- provide strategic direction and coordination of resources to enable the town to grow and thrive in a sustainable manner;
- undertake research and consult with the local residents, businesses and visitors to understand the barriers and issues that face the local economy;
- produce an economic plan focusing on the core commercial and tourism areas which outlines



- the vision and key priorities to support the development of initiatives and funding submissions;
- create and monitor an action plan with short, medium and long term actions/projects, and set up or support delivery/project groups where appropriate; and
- promote and communicate the work of the CCT in partnership with the local press and through social media.

## **MEMBERSHIP**

- ❖ Waveney District Council – including representatives from Economic Development, Funding and Community Development
- ❖ Southwold Town Council
- ❖ Reydon Parish Council
- ❖ Southwold and Reydon Society
- ❖ Southwold Chamber of Trade
- ❖ Other key business and community representatives including Adnams, Durrants, Southwold Arts, Southwold Pier and Southwold Boating Lake

Membership will be restricted to a maximum of 10 organisations at any one time. Members that fail to attend three or more meetings without sending their apologies will cease to be members. New members can be adopted by consensus vote. There is no time limit on membership.

The CCT will always have representatives from Waveney District Council, as the accountable body.

## **STEERING GROUP STRUCTURE & MANAGEMENT**

The Steering Group will consist of:

- Chair – [REDACTED], Waveney District Council
- Vice Chair – [REDACTED], Reydon Parish Council
- Secretary – [REDACTED], Waveney District Council
- Treasurer – [REDACTED], Waveney District Council
- Members with no position

Additional members may be invited to join the Coastal Community Team, subject to the approval of core members. These may be permanent or co-opted for a specific purpose or project, as and when appropriate.

The Steering Group will meet at least six times a year with additional meetings as and when required.

The nominated Secretary will be responsible for the agenda and minutes of each meeting and ensure an accurate record of activity is kept.



## **DECISION MAKING AND ACCOUNTABILITY**

At least half of the CCT steering group must be present for any decisions (including financial) to be made.

All decisions will be agreed by a vote from those present (subject to quorum rules – see above). In the event of an equal vote the Chair has the casting vote.

The Southwold CCT will be open and transparent in its decision making. Information about the work of team will be posted on the East Suffolk Council website as well as via the Southwold Town website (administered by the Town Council).

Anyone attending a CCT meeting with a personal, business or financial interest in any matter being discussed or voted on must declare such interest at the beginning of each meeting, or as soon as possible thereafter.

## **FINANCIAL MATTERS**

Waveney District Council will act as the CCT's accountable body. The nominated Treasurer will ensure an auditable record of all financial transactions including income, funding and expenditure will be kept.

## **DISSOLUTION**

The CCT may be dissolved by a resolution passed by a two-thirds of the members.