

## 1. Purpose of the Newtown & Llanllwchaiarn Town Partnership

### What is the Purpose?

The **Newtown & Llanllwchaiarn Town Partnership** is a collection of sectors, groups, organisations and people that want to be make a difference. Its core purpose is to improve the physical and social aspects of Newtown as a vibrant and sustainable place in North Powys. The Partnership's role is to guide and support the community priorities through strategies and plans such as the adopted Place Plan that has been evidenced through community engagement and consultation. It is also exists to listen to, develop and help deliver on other community needs, ideas and actions. This initial focus will be about helping people to get know one another, build trust and relationships before moving onto bigger projects. The link to the Place Plan can be found here:

<https://newtown.org.uk/consultations/placeplan.html> .

The Town Partnership will therefore be about providing a space for enabling action, sharing information, reporting on progress and providing opportunities for people to pitch up new thinking and ideas that are for the wider benefit of Newtown as a whole.

The Town Partnership is also based on effective positive action and outcomes that happens due to an environment that is about influencing and enabling towards a common good. It is not a talking shop, nor a political platform, nor is it to be used as an opportunity to criticise others. The Partnership welcomes and embraces diversity, as it believes this results in better decision making and is committed to reaching out to the diverse communities of interest in Newtown & Llanllwchaiarn.

In governance terms, the Town Partnership is arm's length from and independent of Newtown & Llanllwchaiarn Town Council and equivalent bodies in the private and community/voluntary sectors though it is expected that there will be close collaboration and alignment around shared agendas, likewise with Powys Training Health Board, Welsh Government and other strategic organisations.

## Partnership Aims

- Guide and support the development of Newtown, using the adopted Newtown & Llanllwchaiarn Place Plan 2021-2036 as a starting point but to also embrace a Place Plan Plus approach that responds to new challenges and opportunities.
- To provide a forum for those interested in the wider well-being of Newtown and Llanllwchaiarn with the aim of encouraging collaboration, partnership and working together.
- To positively reach out and listen to the communities of interest and the residents and visitors to Newtown & Llanllwchaiarn area.
- To provide a positive and welcoming space for co-leadership, pitching up new thinking and ideas, and reaching joint solutions.
- To promote the town as a good place to live, visit and work thereby improving the economic and social well-being of the community.

## Partnership Objectives

- ✓ To establish a cross sectoral Town Partnership that meets, guides and enables progress with Town activity and wider community well-being.
- ✓ To support existing and new projects presented by groups or individuals for the enrichment of the community.
- ✓ To demonstrate tangible actions and outcomes from partnership working through project co-delivery that meets Place Plan Plus activity.
- ✓ To develop and deliver a communication plan that supports the Town Partnership in publicising information to residents and through community wide events.

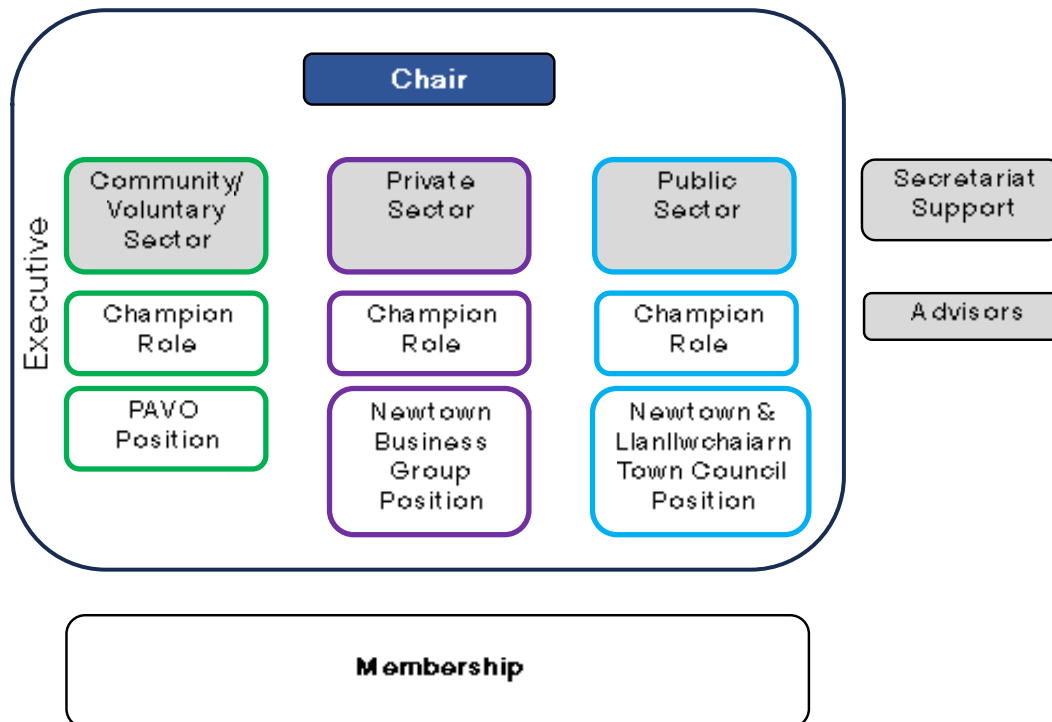
The Town Partnership is designed to become the cross-community network group for the town:

- Supporting and enabling community led action in Newtown & Llanllwchaiarn
- Sharing ideas and solutions
- Promoting and modelling collaborative action and
- Making the place better now and for future generations

## 2. Structure, Membership, Champions, Advisors and Secretariat Support

The Town Partnership structure comprises an executive which is elected by its membership.

The executive will initially have six positions comprising three automatic sectoral organisational representatives and three sector elected Champions. The executive is supported by its Secretariat Support and by advisors.



### Executive, Lead Sector Representation and Champions

Each of the three lead sector organisations will automatically have three positions in the Town Partnership Executive. These will include:

- Community/voluntary sector – Powys Association of Voluntary Organisations or Locality Connections Nomination
- Public sector – Newtown & Llanllwchaiarn Town Council
- Private sector – A Newtown Business

In addition to these positions, each sector within the membership will elect one “Champion” on a first past the post basis.

Once the Town Partnership develops, it is proposed that each sector will have two elected Champions, but for the formative months one Champion will be suffice.

The Champion supports the following roles and responsibilities:

- To enable and guide action associated with challenges, ideas, projects and initiatives;
- To link across with other champions if there is a need for an integrated approach;
- To be a “go to” person, outside of partnership meetings that helps facilitate dialogue, progress and action;
- To provide reports when required for meetings.

## Membership

Its free membership is open to groups and organisations from the three sectors that have registered interest in being involved and that have read and agree to the purpose, aims and values of the Town Partnership and subsequently wish to adopt them.

Membership of the Town Partnership involves the following contributions:

- Represent their sector and respective group, organisation or business sector.
- To bring challenges, ideas and solutions that helps Newtown & Llanllwchaiarn move forward.
- To support an environment of solving problem and joint ways of working.
- To raise awareness of funding opportunities.
- To help enable delivery of ideas into sustainable solutions.
- To support the co-ordination of communication and promotion across the wider community.
- To support the elected “Champions” within the Town Partnership.

Groups, organisations and businesses can register interest and their attendance at Town Partnership meetings and events at any time. These members should, be representative of the communities within the Newtown & Llanllwchaiarn area with membership covering the three sectors, being private (business and enterprise), public sector and community/voluntary sector.

Members commit to acting in a professional, courteous and constructive manner during meetings and whilst undertaking their role as members of the Newtown Partnership.

Town Partnership values include:

- Open
- Positive
- Inclusive
- Diverse
- Respectful
- Constructive
- Enthusiasm
- Trust
- Leadership
- Informative
- Supportive of each other
- Solution focussed

Each member of the Town Partnership should ensure that there is complete clarity regarding their position, either as an individual or as a representative from an agency, association or community. Members should declare any personal/prejudicial interests they may have in respect of items under discussion.

All 5 no. Powys County Councillors can attend as locally elected representatives, as observers, acting as a conduit between the Partnership and the County Council when local authority items need support.

Membership is not open to the following:

- A local resident representing their own personal interests.
- Groups/organisations from outside Newtown & Llanllwchaiarn area, unless they have a strategic/regional role and responsibility that directly affects Newtown & Llanllwchaiarn e.g., Powys Training Health Board.

Demands and expectations on all members should be realistic and achievable. The Town Partnership has no budget responsibilities with no dedicated finances for projects. Part of its role will therefore be to communicate funding opportunities and if a project is well-developed to co-ordinate funding and fundraising. This may be at a local level with organisations such as the Town Council or at a strategic level with organisations such as Powys County Council, Welsh Government or equivalent bodies in the private and community/voluntary sectors.

The inclusion of community, voluntary and business representatives is vital within its membership. There needs to be a balance between elected members and community groups and other organisations and sectors to provide perspectives grounded in local priorities. The Town Partnership will

review its membership and procedures for appointment on an annual basis, to ensure it maintains as wide a representation of the local community as possible.

The Town Partnership shall have the discretion to terminate the membership of any organisation who does not subscribe to the aims and objectives, or who breaches any of the terms of reference. This will be done through a majority view vote of the Partnership's executive. People representing organisations can naturally leave of their own accord for sound reasons and if the organisation requires so can nominate a replacement.

The Town Partnership will have six sector based "Champions" with one Chair.

Nominations for partnership "Champions" will be sought at the inaugural meeting. Election of the first Chair by majority vote of executive will take place at the first meeting and subsequent annual review meeting each year. Nominations for the Chair role must be sent to the partnership secretariat for circulating to members a minimum of 14 days prior to the annual review meeting. A proposer/seconded will be required.

An individual can serve as Chair for a maximum term of two consecutive years.

The Chair will act as the Spokesperson for the purposes of any press and communications. He/she will work with other partners e.g., Town Council if there is a need for a joint press release or statement.

Further appointments can be made, if deemed to be necessary, from the core membership of the Town Partnership e.g. Vice Chair, Fundraiser etc to support the partnership, as the partnership evolves. We do not expect these roles in the early months of the Partnership.

Depending on the range of issues, and priorities that emerge, the Town Partnership may decide in the future to set up and can choose to create task and finish groups that are volunteer led drawing from the membership of the Town Partnership.

### **Advisors**

The Town Partnership can seek advice, as and when required, from advisors that have a specific area of expertise. They can provide information and advice to assist the Town Partnership in making a decision. They do not have any voting or decision-making rights.

The Town Partnership may invite any individual or representative of any agency, organisation or community to attend meetings when the agenda indicates that their attendance would assist in the conduct of the business to be transacted. Such guests would be participating in an advisory capacity only and would not have decision making rights.

## Town Partnership Secretariat

The secretariat to support and guide the Town Partnership includes:

- Newtown and & Llanllwchaiarn Town Council who will provide secretariat support to the partnership. This specifically includes:
  - Organising and calling meetings such as agenda items, minute taking, noting follow-up actions and their delegation;
  - Communicating to the partnership and the wider community on opportunities, activities and progress being made through the Town Partnership process, which can be either digital or traditional methods;
  - Information sharing within the formative period of setting up the Town Partnership.
- Any other invited representatives as required or requested to help the Town Partnership develop progress actions from the adopted Place Plan and other complementary ideas, projects and activities.

Regular meetings of the executive and whole membership will be held on a bi-monthly basis, at the end of each month, throughout the year to achieve the stated aims and objectives and ensure that pace is kept and that the partnership's priorities are actioned and developed.

Meetings will be held primarily face to face but if and when required may be on-line or hybrid depending on the nature of the agenda, business and availability. Records of meetings will be kept, and all resulting actions will have an identified action leader assigned. Documents should be circulated to members at least 3 clear working days before the meeting. Minutes of meetings will be available in the public domain in an easily readable format, whilst safeguarding the details of any individuals discussed during the meeting.

Sub-group meetings may be convened, as required, for specific issues/areas.

### 3. Voting

When required, decisions will normally be by a majority show of hands of the executive present and voting at the meeting, with a simple majority required. The Chair of the meeting will have a casting vote, should it be necessary. For a vote to be valid, a quorum (50% of the executive (at least three of the six)) must be present at the meeting. All members have one vote, and all members are considered equal.

#### **4. Terms of Reference Amendment/s**

Any amendments to the Terms of Reference should be submitted to the general meeting at least 14 days in advance of a meeting and approved by a two thirds majority of the members present and voting at a meeting.

#### **5. Extraordinary General Meeting**

A general meeting of membership which is not the Annual General Meeting (AGM) is an Extraordinary General Meeting (EGM). An EGM may be called at any time on 28 days' notice by the Executive or by any 10 members of the Town Partnership.

#### **6. Dissolution**

Should it become apparent that the Town Partnership is ceasing to function effectively or to meet the aims, objectives and conditions specified within the Constitution and Terms of Reference, detailed above, a motion may be made by one or more of the organisations represented within the membership to dissolve it. This will be referred to the Chair for a decision on the most appropriate action to be taken.

#### **7. Public Meetings**

Meetings of the Town Partnership will be open to the public, though the public will not have the right to contribute to the discussion unless there is a specific agreed agenda item that they have requested to speak to.