



**Chair, Vice Chair, Honorary Secretary,
and Steering Committee Member
Expression of Interest Form 2023/24**

Please return completed forms by the close of business on Tuesday 19th September 2023 to:

*Emma Evans
Democratic Services Officer
Swanage Town Council, Town Hall, Swanage, BH19 2NZ
Email: e.evans@swanage.gov.uk*

From:

Name:
(Full name)

Address:
.....
.....

Contact telephone number:

Email:

Club, organisation or community group representing:
.....

(Only one organisation may be represented per person)

Why I think I would make a positive and effective contribution to the Swanage Town & Community Partnership and/or Steering Committee:

.....
.....
.....
.....
.....

Position of interest: *Chair / Vice Chair / Secretary / Steering Committee Member
***Please delete as applicable**

SWANAGE TOWN & COMMUNITY PARTNERSHIP

**Town Hall
High Street
Swanage
Dorset
BH19 2NZ**

Constitution

1. Name

The organisation will be called the Swanage Town & Community Partnership otherwise known as “the Partnership”

2. Mission Statement

“A vibrant friendly community of all ages based on a successful economy, in a safe healthy environment whilst preserving the uniqueness of Swanage as a gateway within an area of World Heritage Status“

3. Membership

Membership shall be open to all statutory authorities, voluntary organisations, clubs and community groups in Swanage and its rural catchment area (Corfe Castle, Worth Matravers, Langton Matravers and Studland).

Membership should consist of officers and members of the Partnership. All members will be subject to the regulations of this constitution.

4. Membership Fees

Membership will normally be free of charge.

5. Officers of the Partnership and Appointment of Officers

The officers of the Partnership will be:

- Chairman
- Vice Chairman
- Honorary Secretary
- Honorary Treasurer

6. Annual General Meetings

Elections of officers and the appointment of an external examiner are to take place at the Annual General Meeting (AGM).

Notice of the AGM will be given by the Honorary Secretary. Not less than 21 clear days’ notice to be given to all members. The AGM will normally be held in June in any given year.

The AGM will receive a report from the Chairman and the Honorary Treasurer of the Partnership and a statement of the audited accounts.

All members have a right to a single vote at the AGM and no individual may vote for more than one group or organisation.

The quorum for AGMs and General Meetings will be ten members.

Nominations for officers and members of the Steering Committee will be submitted to the Honorary Secretary prior to the commencement of the AGM.

The Partnership has the right to call General Meetings outside the AGM and both shall be open to the general public.

7. General Meetings, Steering Committee and Sub-committees

The Partnership will be responsible for adopting new policy, codes of conduct and rules that affect the affairs of the organisation.

The Partnership will receive recommendations from a Steering Committee.

The Steering Committee will be elected at the AGM and comprise of:

- Two nominated Swanage Town Councillors at least one of whom will be a Purbeck District Councillor;
- The Executive Officers of the Swanage Town and Community Partnership (as listed in paragraph 5 above);
- Two Swanage Town and Community Partnership ordinary members;
- Two Trustees of the Swanage and Purbeck Development Trust.

The quorum required for business to be agreed at any Steering Committee meetings will be four, with attendance from at least three of the above four categories.

The Partnership will have powers to appoint sub-committees and/or working groups as necessary and to appoint advisers to fulfil its business.

8. Finance

All monies will be banked in an account held in the name of the organisation.

The Town Council will act as the accounting body. The Town Clerk and/or Responsible Financial Officer of the Town Council will act as the Honorary Treasurer and in that capacity will be responsible for the finances of the organisation. No authority is given to enter into debt.

The financial year of the organisation will end on 31st March.

An audited statement of Annual Accounts will be presented by the Honorary Treasurer at the Annual General Meeting.

Any cheques drawn against funds should hold the signatures of the Honorary Treasurer plus a minimum of one other officer.

9. Dissolution

A resolution to dissolve the Partnership can only be passed at an AGM or a General Meeting through majority vote of those present at the meeting.

In the event of dissolution, any assets of the organisation that remain will become the property of either a successor organisation, or the Swanage Town Council.

10. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM, or General Meeting.

11. Declaration

The Partnership hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed	<i>K Y Gallagher</i>	<i>M P Bonfield</i>	<i>25th June 2015</i>
	Chairman	Vice Chairman	Date