

WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE Constitution

1. MISSION

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Initiative will be non political and not aligned to any other organisation.

2. STRUCTURE AND ORGANISATION

The management structure of the initiative consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition working parties may be formed as described below in 2.4

2.1 Management Committee

The Management Committee is the executive body of the Woodley Town Centre Management Initiative.

This Committee is made up of representatives of those organisations which support the Initiative. Its role is to determine the policy and direction of the Initiative through an annual plan. Additionally it will provide direction regarding any “ad hoc” requirements that occur from time to time.

This Committee will also oversee the expenditure of funds with reference to the Financial Regulations and Annual Budget plan. Administration of funds is defined in more detail in the separate document entitled Woodley Town Centre Management Financial Regulations.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. They will be entitled to request copies of the agenda and associated documentation by application to the Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - councillors)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12 month period at the Annual meeting in October.

The persons nominated for these positions must come from the voting membership of the Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time co-ordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and, subject to permission of the Town Council, published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Community Services Committee of Woodley Town Council.

2.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Initiative Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

2.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Management Initiative activities.

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day to day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

2.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

3.0 OTHER

3.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Town Centre Management Initiative.

3.2 Constitutional Amendments

Any proposal to amend this constitution must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee.

Amendments to the constitution require a 2/3rd majority vote in favour to be adopted.