

TERMS OF REFERENCE – Snodland Partnership

1. TITLE

1.0 The Snodland Partnership exists to improve the quality of life of local residents through the distribution of the member's contributions to organisations and groups who provide services and support that benefit the Snodland community and the people who live there.

1.2 The remit of the Snodland Partnership is geographically determined by the highlighted area shown in Appendix 1

2.0 Ways of Working – Roles & Responsibilities

2.1 The Snodland Partnership will have the following ways of working:

- Conduct its business in an open and accountable manner
- Maximise its community consultation
- Promote equal opportunities in all the work of the Partnership
- Promote and develop complementary and supportive ways of working on programmes, projects and partnerships with other local and outside organisations on behalf of the Partnership

2.3 Roles & Responsibilities of the SP

- To distribute funds to organisations whose completed applications meet the SP criteria * See appendix 2 and have been approved by the SP members.
- Evaluate and record the impact of funds spent (to form part of the SP annual report)
- To promote the SP grants programme to the wider Snodland Community and its partners/stakeholders.
- To maintain quorate membership of the board.
- To recruit board members with the skills and ability to objectively assess grant applications on their benefit to the community and the ability of the applicants to deliver their projects /services

3. Membership & Leadership

3.1 All member to be elected by the committee. They may attend one meeting as an observer before signing up

3.2 Must declare interests in any connected organisation/grant applicant

3.3 Must attend at least two meetings a year (3 no shows and membership will be suspended)

3.4 Only fully paid up members (£5k per annum) are able to vote on grant applications, however their feedback and views will be welcomed and considered.

3.5 Only paid up member's sponsorship/logo will appear on grant documentation

3.6 Before appointment, representatives shall confirm in writing:

3.6.1 Their commitment to working within the Terms of Reference and achieving the purpose of the SP through constructive working with other members of the partnership

3.6.2 Their ability to devote the necessary time to attend SP meetings and to positively promote the SP and grants programme

3.7 All members of the SP will contribute by providing advice and guidance on the basis of what is best for the local community and stakeholder groups in the area as a whole rather than promotion of a specific interest.

3.8 Members shall be appointed initially for a period of one year. At the end of the first appointment period, members shall be eligible for reappointment for a further period of between one and three years to be mutually agreed.

3.9 Any vacancies may be filled at any time by applicants meeting and agreeing to the criteria detailed in: 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7

4. Meetings & Administration

4.1 The SP shall meet every three months at Snodland Town Council Offices

4.2 The quorum for any meeting shall be one third of all members currently appointed. The Vice Chair may lead the meeting in the absence of the Chair.

4.3 The Chair of the SP will produce an agenda for the meeting (with a summary of any grant applications received for review) and circulate it to all members at least one week beforehand.

4.4 Any member may request an item to be discussed by the SP by sending such a request in writing to the Chair of the SP two weeks before the meeting, alternatively the matter will be included as any other business if not received in time for inclusion on the published agenda.

4.5 Formal approval of the last minutes shall rest with the SP at its next meeting.

4.6 Members who may also be involved in the delivery of projects seeking grant funding should declare their interest in that project(s). The Chair will ask for Declarations of Interest at the start of each meeting.

4.8 In circumstances where the SP is unable to reach a consensus and for the purposes of electing a Chair, Vice Chair and representatives to sit on the Board, each member will have one vote.

4.9 An annual General Meeting will be held, which the SP Chair or Vice Chair and a third of SP representatives and Trustees are expected to attend, to help disseminate information on the Scheme and answer any questions regarding the work of the SP to all those attending. The AGM will be open to anyone who wishes to attend.