

## **PEWSEY COMMUNITY AREA PARTNERSHIP (PCAP) CONSTITUTION**

### **Introduction**

The Pewsey Community Area Partnership (PCAP) is an autonomous and independent organisation covering the following parishes:

Alton, Beechingstoke, Burbage, Buttermere, Charlton and Wilsford, Chirton, Easton, Grafton, Great Bedwyn, Ham, Little Bedwyn, Manningford, Marden, Milton Lilbourne, North Newnton, Patney, Pewsey, Rushall, Shalbourne, Stanton St Bernard, Upavon, Wilcot and Huish (with Oare), Woodborough, Wootton Rivers

The Partnership works with the Area Board to identify and help resolve community area issues.

### **Vision**

To be a proactive organisation which understands the needs of the Community Area and responds effectively to desired change either through working with partners to resolve issues or by facilitating project groups to deliver the changes.

### **1 Objectives**

The objectives of PCAP are:

- To act as the coordinating voice of the Community Area with an open connection to all people and groups living, working or providing service in the area.
- To identify initiatives within the Community Area and to facilitate the completion of projects.

### **2 Commitment**

The commitments of PCAP are:

- To survey Parish Councils at an agreed frequency to identify issues. To consolidate and analyse the information in order to escalate the issue to the relevant organisation or service provider.
- To provide Parish Councils with a means of surveying the residents, businesses and other organisations or groups in their parish to enable them to better understand their requirements.
- To identify gaps and potential projects and to help set up project teams to deliver the changes.
- To provide an opportunity for Sub-Groups to escalate issues at the PCAP meetings.

### **3 Membership**

Representatives from any organisation or individuals from the Pewsey Community Area are welcome to attend meetings but it is necessary to identify those members with voting rights.

The Pewsey Community Area Partnership membership is composed of representatives as follows:-

**Core voting members:**

- The Pewsey Community Area Partnership Chairman
- The Pewsey Community Area Partnership Vice Chairman
- The Chairman or a representative from each of the Sub Groups
- A representative from each of the Parish Councils within the Pewsey Community Area

**Representative membership, non-voting:**

- Unitary Councillors of the Community Area\*
- Police\*
- NHS Wiltshire\*
- Fire and Rescue\*
- Canal & River Trust
- School representative\*
- Housing association representative
- Learning and Skills Council
- Wiltshire Wild Life\*
- Youth and Community Service
- Pewsey Area Youth Council
- Wiltshire Village Halls' Association
- Farming Industry Representative
- Church representative
- Business representative

An asterisk (\*) indicates that it is considered essential that these members attend each meeting.

Any member of the public may attend meetings and speak but not vote.

#### **4 Operating & Support Arrangements**

The partnership will meet 4 times a year. Meetings will be scheduled at 7pm and normally last no longer than two hours.

Notification of a Pewsey Community Area Partnership meeting and relevant papers will be sent at least 5 working days before the due date.

Emergency meetings may be called by the Chairman or Vice Chairman giving a maximum of 10 days' notice.

Members will individually and collectively abide by the Principles of the Standard Board Code of Practice and the Wiltshire Compact.

Membership of the Partnership will be reviewed annually and new partners may join throughout the year with the agreement of the Partnership.

The Chairman and Vice-Chairman of the Community Area Partnership will be elected annually at the June meeting, deemed the AGM, by the voting members.

A quorum will be formed by the attendance of at least eight voting members including the Chairman and Vice Chairman.

The Partnership will make arrangements for its own administration. Additional advice and support will be provided by Wiltshire Council officers and in particular the Pewsey Community Area Manager.

In the event that it becomes necessary to consider dissolving the Pewsey Community Area Partnership an Emergency General Meeting would be called giving a minimum of 15 days' notice. A minimum of more than 50% of voting members would be needed to agree the dissolution. Any residual funds may be distributed to organizations agreed at the meeting who would progress the aspirations of the Partnership, alternatively they would be returned to the Unitary Authority.

## **5 Communications**

The Partnership will at times wish to communicate with, advise and seek to influence the work of:

- Public, private, business, voluntary, community and service organisations in the Community Area ;
- Individual partner organisations;
- Government Offices.

Details of the frequency and channels for communication are detailed in the operational Communications Plan.

## **6 Finance**

Wiltshire Council will provide core funding for the Partnership following its signing up to the Community Area Partnership Agreement.

Partnership financial affairs will be managed by the Partnership Treasurer and Partnership Coordinator and audited annually in time for the AGM in June. Statements will be issued at each meeting showing income and expenditure to date. A budgetary forecast of annual expenditure will be prepared for the March meeting.

Voting members of the Partnership may apply through the Partnership Treasurer for expenses which take them outside the Pewsey Community Area.

Funding may be applied for from the Area Board or other funding sources by direct application. Advisedly such applications should be made through the Partnership to attract its recommendation and support.

### **7 Admission of the Press & Public to Meetings**

Meetings of the Pewsey Community Area Partnership shall be open to the public except to the extent that they are excluded by resolution.

Public notice of the time and place of the meeting shall be given at least five clear days before the meeting.

### **8 Deputations (Questions from Members of the Public)**

A period of up to twenty minutes shall be set aside at the commencement of each meeting in order that members of the public may ask questions or raise points for consideration by the Partnership.

Where a question from a member of the public cannot be conveniently answered at the meeting a written answer shall be sent from the Chairman as soon as possible after the meeting, or by consensus deferred to the next meeting following any necessary research.

Questions and answers shall be recorded in a special section of the minutes.

### **9 Minimum Operating Standards**

The majority of these operating standards are embodied in this Constitution but for completeness and ease of reference the complete list of Standards is attached at Annex A.

### **10 Community Area Partnership Agreement**

The Pewsey Community Area Partnership will be guided by and work towards the principles set out in this agreement, a copy of which is attached at Annex B.

The formal adoption of this Constitution will also signify that the Partnership has signed up to this agreement.

### **11 Constitution**

The Pewsey Community Area Partnership constitution will be confirmed as being up to date and accurate at the AGM. If any areas are agreed to require amendment, the necessary changes will be agreed at the AGM and the text amended subsequently in accordance with the agreed changes.

## Annex A

### Minimum Operating Standards

(Issued by WfCAP)

## Annex B

# Community Area Partnership Agreement 2012 - 2013 (CAPA)

(Issued by Wiltshire Council)