

HAILSHAM FORWARD – CONSTITUTION

INTRODUCTION

Hailsham forward Partnership was born out of the Mary Portas Vision for Revitalizing Town Centres.

Hailsham Forward is a Town Team Partner, is supported by the government and has received £10,000 funding to undertake projects to improve the business community in Hailsham.

Hailsham Forward was formed with a vision for the future with an eye on the past.

MISSION

Hailsham as an attractive and vibrant destination for a growing population.

Increased Partnership working, with everyone who has interest in the town centre and the wider business area.

The Mission, to make Hailsham a welcome, clean, and safe place for people to live, work, shop, and spend their leisure time.

A Diverse Town Centre, with something for everyone, day and evening.

VISION

Hailsham Forward, building a culture of collaboration and compromise with all stakeholders. The Executive, working on behalf of the wider Stakeholders, will consist of representatives of Hailsham Town Council, Hellingly Parish Council, District and County Council, landlords, business owners, Hailsham & District Chamber of Commerce, FSB, voluntary organisations and charities, education establishments, service providers and residents._

KEY OBJECTIVES

1.High Street Vision

Key Points

Develop a Pedestrian Friendly High Street,

Expansion of the Street Market,

Focus on Leisure, Pleasure, and Shopping - in and outside of current trading hours.

2. Build a Culture of Collaboration

Key Points

Build a culture of collaboration and compromise with all stakeholders.

All parties working to the one vision. Landlords, town district and county councils, business owners, service providers, voluntary organisations and local residents.

3. Vision for the Industrial Estates

Key Points

Improvements to access and egress from all estates

Increase provision of start up units

Work with partners and police to improve security on industrial estates,

4. Safety & Security

Key Points

Information to inform residents of low crime.

Encourage more attractions and events, including evenings.

Encourage cultural activities.

5. Transport Vision

Key Points

Improve traffic flow and parking.

Encourage an expansion and an increase in use of public transport

Improve Cycle infrastructure.

6. Sports, Leisure & Youth

Key Points

Work with Hailsham Sports Alliance to deliver more local facilities

Support and expand Community Events

Including youth projects and the Friday Night Project.

Hailsham Forward MEMBERSHIP

Stakeholder Group

The Stakeholder Group will comprise of member from Hailsham Town Council, Hellingly Parish Council, District and County Council, Landlords, Business owners, Hailsham & District Chamber of Commerce, FSB, Voluntary organisations and Charities, Education establishments, Service Providers.

Each participating partner will nominate a lead representative from their organisation with the appropriate knowledge and authority to contribute to the vision.

Lead Representatives to attend all Stakeholder meetings as far as possible – send a substitute where they are unable to attend.

AGM Chairman. The Stakeholder Group will elect a chair at each AGM.

If the Chair is not available at any Stakeholder Meeting a chair will be elected for the individual meeting.

(Note the chair of the Stakeholder Group cannot be the chair of the Hailsham Forward Executive Committee). Each organisation will have one vote only regardless of the number of representatives from an organisation.

The Stakeholder group will be continually reviewed to ensure the group maintains its representation of all relevant organisations.

Hailsham Forward Executive Committee

The duty of the Executive Committee is to ensure the objectives of the Stakeholder Group are carried out effectively and efficiently and that the partnership works towards its vision and mission.

The Executive committee shall have no more than 10 members, consisting of the following:

Hailsham Town Council	-	2 councillors
Hellingly Parish Council	-	1 councillor
Wealden District Council	-	1 councillor
East Sussex County Council	-	1 councillor
Chamber of Commerce/FSB	-	2
Private/Voluntary Sector	-	2
Education Youth Services	-	1

To be confirmed each year by an AGM of the Stakeholder Group.

Executive committee to appoint Chair, Vice Chair, Secretary, Treasurer each year in the first meeting following the Stakeholder AGM.

The Executive Committee shall report to the members of the Stakeholder group at each quarterly meeting and will provide regular written reports of activities.

The executive committee shall, at its discretion, admit as a co-opted member any representative of an organisation or group that has an interest in the vision of Hailsham Forward for the town centre and supports the work on specific projects which lies within their specialist area.

Council Officer Support

Hailsham Forward will look to Hailsham Town Council to support the Hailsham Forward Project, to be reviewed on an annual basis.

MEETINGS

Stakeholder Group

- Minuted meetings shall take place every three months.
- Supporting papers to be sent out one working week in advance of Quarterly meetings.
- Voting shall be by a simple majority decided by show of hands of nominated Representatives or their substitutes.
- The Chair shall have the casting vote in the event of a tie.
- The Stakeholder Group shall keep minutes in which dates, times and places of general meetings, along with decisions reached are noted for all members to refer to.
- Members have the right to raise items (in advance) and have them placed on the agenda.
- Additional 'task & finish' groups may be established to work on particular projects in between the main meetings and report back to the Stakeholder Group or the Executive committee.

AGM

The Stakeholder Group shall hold an Annual General Meeting not later than four months after the end of each financial year, at such time and place as the Executive Committee may determine.

At least 21 days notice shall be given by the Chairman to each Representative Member.

At the AGM the business shall include the appointment to any vacancies on the Executive Committee and a review of the Plan for Hailsham.

The AGM will be open to all members of the Hailsham Forward Stakeholder Group. The first item on the agenda will be the election of a chair for the year.

Executive Committee

- The Executive committee will meet monthly.
- Voting shall be by a simple majority decided by show of hands. The Chair shall have the casting vote in the event of a tie.
- Committee members will declare any interest relating to issues decided by the vote.
- All members of the committee should be sent written notice of the meetings at least 7 days in advance of such meetings, other than emergency by agreement with the chairman. The Agenda will be determined by the Chair.
- There shall be a Quorum when at least 50% of members of the executive committee are present at a meeting. In absence of quorum 15 minutes after the appointed time, the meeting will end at the direction of the Chair.
- The executive committee shall keep minutes in which dates, times and places of general meetings, along with decisions reached are noted for all members to refer to.
- Members have the right to raise items and have them placed on the Executive committee agenda.

RESPONSIBILITIES OF THE STAKEHOLDER GROUP MEMBERS

Each member will be expected to:

- participate fully in meetings and represent the views of their respective organisation.
- provide an overview of the Hailsham Forward Project and guide the work of the Executive Team.
- work to find suitable candidates to fill any vacancies on the Executive Team.
- agree the developing "Plan for Hailsham" as presented by the Executive Team.
- confirm any appointments to the Executive Team as vacancies occur.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS

Each member will be expected to:

- be clear, realistic and upfront about what they have to offer to, and require from, the partnership
- communicate openly and honestly and share with the group, at the earliest opportunity, any information which may have a bearing on the partnership
- raise any concerns/doubts about the way in which the work is progressing at the earliest opportunity
- be relevant and concise in making a contribution
- listen to the contribution of others, and enable others to have a fair hearing.
- the Executive Committee treasurer will put forward to the Executive Committee such formal arrangements as are appropriate to the level of funding expected to be achieved within the next 12 months. Such arrangements to be agreed by the Stakeholder Group.

The Stakeholder group can expect from the Executive Committee

- Delivery of agreed actions
- Update/Progress reports Quarterly
- Progress updates against agreed actions
- Ad hoc information on a topical basis about issues that are relevant to the Partnership

THE OBJECTS OF THE EXECUTIVE COMMITTEE IN DELIVERING THE "PLAN FOR HAILSHAM"

- . Provide or secure the provision of social, cultural and recreational facilities for all people within Hailsham and the surrounding area;
- . Promote and carry out, or assist in promoting and carrying out research surveys and investigations, and publish the useful results thereof;
- . Organise or assist in organising meetings, lectures, classes and exhibitions and publish or assist in publishing reports, periodicals, recordings, books or other documents or information;
- . Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful methods.
- . Provide, maintain and equip or assist in the provision, maintenance and equipment of, premises and facilities designed to carry out the objects of Hailsham Forward.
- . Recruit and train volunteers, paid staff and consultants with the relevant skills to carry out the objects of Hailsham Forward.
- . Promote and organise co-operation in achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in Hailsham and the surrounding area.

AMENDMENTS TO THE CONSTITUTION

The constitution may be altered at the Annual General Meeting of the Stakeholder Group, provided that any such alternations are passed by a minimum of 50% of the voting membership.

The notice of the meeting must set out the alterations proposed.