

**SANDWICH TOWN TEAM  
CHARTER**

# Sandwich Town Team Charter

## 1) Mission

The Sandwich Town Team is a pressure group whose mission is to influence councillors and other bodies on civic issues. We have a particular interest in improving traffic management, public safety and the quality of the environment in our unique historical town.

## 2) Vision and Objectives

The Team's vision of Sandwich is:

- ✚ A thriving community which is a great place in which to live and do business.
- ✚ An acclaimed tourist destination that makes the most of its special heritage.
- ✚ A town which confidently demonstrates civic pride.

To those ends we aim to:

- ✚ Campaign for a safer Sandwich with regard to traffic management, neighbourhood planning and policing.
- ✚ Look for ways to improve the environment with due regard both to heritage and to commercial prosperity.
- ✚ Act as a bridge between townsfolk and their elected representative where the official channels appear to be working ineffectively.
- ✚ Support relevant Council initiatives with advice or practical assistance.

## 3) Membership

Participation is voluntary. It is open to anyone who lives, works or runs a business in Sandwich, or who has some other positive interest in the town. Membership will ideally but not necessarily include representation from:

- Sandwich Town Council:  
*Preferably including the Mayor  
(Deputy Mayor in absentia) and a  
joint Sandwich Town/Dover  
District Councillor.*
- Sandwich Chamber of Commerce
- Sandwich Rotary Club
- The Sandwich Society
- Discovery Park Ltd.
- Other interested residents.

#### 4) Modus Operandi

The Town Team operates as an independent group without party political, religious or other affiliation. Whilst we actively seek a special relationship with Sandwich Town Council, the Team's continued existence is not dependent on formal recognition by the Town Council.

The Team will meet at regular intervals and, in any event, not less than six times per year.

A Chairperson and Core Team will be elected by a simple majority of eligible voters at an Annual General Meeting. Please see section 5 below for a definition of eligibility.

The Core Team's responsibilities will be to organise meetings and to manage the Town Team's communications, Public Relations and other stakeholder relationships.

Communications may include but not necessarily be restricted to:

- ✚ The production and circulation of minutes or other summaries to individuals who attended the meeting in question or whose apologies for absence were accepted. (Wider circulation will be at the core team's discretion).
- ✚ Posters and bulletins in public locations.
- ✚ Articles on websites or in newspapers or magazines.
- ✚ Press releases and meetings with press representatives.
- ✚ E-mails and general correspondence to Town Team members and other stakeholders.

A quorum for Core Team business shall comprise of three members, including the Chairperson or his/her nominated deputy for the day.

The Chairperson and Core Team members will serve for not more than 12 months before either standing down or being re-elected.

E-mail etiquette is shown in the appendix.

Under this Charter the Town Team will not raise funds or hold a bank account. Should specific expenditure be required, a resolution will be put to a General Meeting as described in Variations to the Charter below.

## **5) Town Team Membership and Voting Rights**

Since Town Team participation is both open and fluid, members' status and rights will be defined on a rolling basis. Therefore:

- ✚ Invitations to Town Team meetings will be sent to each individual who has attended at least one meeting in the previous six months.
- ✚ Eligible voting members are deemed to be those individuals who are present in person at the relevant meeting and who have attended at least 25% of Team meetings over the previous six months. Criteria may be relaxed with the voting members' assent in the case of a normally active member whose attendance has been impaired by illness or other unavoidable circumstances.
- ✚ Members who are formally recognised as representatives of other organisations have an obligation to attend on a regular basis and to contribute actively to Town Team business.

## **6) Resignations**

A member may resign from the Core Team or wider Town Team at any time by notifying the Chairperson.

## **7) Variation to the Charter and Dissolution of the Team**

No variation will be made to this Charter unless agreed by a simple majority of eligible votes (defined above) at either the Annual General Meeting or a General Meeting convened specifically for the purpose.

The Town Team may be dissolved by a resolution passed by a two-thirds majority of eligible votes (defined above) at either the Annual General Meeting or a General Meeting convened specifically for the purpose.

5 January 2015