THE MABLETHORPE AND SUTTON-ON-SEA COASTAL COMMUNITY TEAM

(initially brought together by the Mablethorpe Area Partnership in response to an invitation from the Ministry of Housing, Communities and Local Government which currently identifies as it as Team 99)

CONSTITUTION

(points marked with a star ✪ are explanatory and do not form part of the constitution.)

1 NAME

The name of the Team is the **Mablethorpe and Sutton-on-Sea Coastal Community Team** [CCT] hereinafter called **"the Team"**.

2 AREA

The area which the Team seeks to serve is the coastal area of

* Mablethorpe, Trusthorpe and Sutton-on-Sea including
**Anderby Creek in the south and
*** Saltfleet in the north:
i.e. the post code areas of * LN12
** PE24 X, & PE24 YQ
*** LN11 7DE, LN11 7 DH, LN11 7DN, & LN11 7SE

hereinafter called **"the Team's operational area"**.

3 AIMS

The aims of the Team are

a) to enable members of the community in its operational area to come together for the purpose of developing a common vision and plans for this coastal area, in accordance with the encouragement given to coastal regions by the Ministry of Housing, Communities and Local Government in 2013;
b) to nurture within this community a spirit of inclusivity which will valuing diversity, and seek to ensure that the vision that emerges for this coastal area will benefit all regardless of age, disability, race, faith, gender, sexual orientation or politics;
c) to deepen an understanding of the issues facing this area where appropriate and practical, addressing them;
d) to develop an effective forward strategy for it;
e) to seek for aspirations of this strategy as they emerge the backing of key stakeholders and the broad support of all those living in and visiting the team's operational area.

4 OBJECTIVES

The objectives of the Team are, within the Team's operational area, to

a) enhance the attractiveness and accessibility of the public areas;
b) provide increased community facilities;
c) promote the visitor economy;
d) encourage sustainable uses of heritage and cultural assets;
e) create links to support the growth and the performance of the retail sector

✪ These are the objectives suggested for Coastal Teams by the Coastal Alliance

https://www.coastalcommunities.co.uk/coastal-community-teams/

5 POWERS

To further its aims, but not otherwise, the Team may

a) acquire and dispose of property subject to any consents required by law;
b) invest funds in any lawful manner, provided that professional investment advice is obtained whenever it is prudent to do so;
c) borrow money with or without giving security, subject to any consents required by law;
d) raise funds by any lawful means;
e) accept gifts and donations either for the general purposes of the Team or for specific purposes falling within the sphere of its aims.

6 APPLICATION OF MONEY AND PROPERTY

The money and property of the Team must be applied solely to the furtherance of its objectives.
The legal title to any land, building investments or other property of a permanent nature must be held in the Team's name.
Appropriate external scrutiny and/or audit of the accounts of the Team will be carried out in a manner to comply with all current legislation.
One or more bank account must be opened in the name of the Team, with cheques, transfers or other banking instructions signed by the Treasurer and one other signatory.
Proper records of all transactions, including petty cash transactions must be kept.

7 BENEFITS AND PAYMENTS

None of the elected officers of the Team may receive financial benefits from its activities, either directly or indirectly.

8 CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

Conflicts of interest must be declared. Any officer or representative who declares a potential conflict of interest should withdraw from discussion and voting on the issue in question.

9 THE HONORARY PRESIDENT

The Member of Parliament representing the Louth and Horncastle parliamentary seat will be invited to be the Team's Honorary President.

10 MEMBERSHIP

The Team will be elected from those bodies belonging to

- public sector organizations
- businesses and
- community groups

which are members of the Mablethorpe Area Partnership.

✪ ***Those who currently have been invited to serve as members represent***

a) **The Lincolnshire County Council**
b) **The East Lindsey District Council**
c) **The Mablethorpe and Sutton Town Council**
d) **The Saltfleetby, Skidbrooke with Saltfleet, Anderby, and Huttoft Parish Councils**
e) **The Environment Agency and Drainage Board**
f) **The Health Service, the Social Services, and the Police Force**
g) **Skegness JobCentre Plus**
h) **The Greater Lincolnshire Local Enterprise Partnership**
i) **Churches Together**
j) **Magna Vitae**
k) **The Lincolnshire Coastal Destination Business Improvement District (BID): Visit Lincs**
l) **Mablethorpe In Bloom, the Sutton-on-Sea Gardening Group, and the Men's Shed**
m) **The Mablethorpe College : Community Learning in Partnership (CLIP)**
n) **The Primary Schools, Mablethorpe Children's Centre, and the Sandcastles Pre-school**
o) **The Fire Service, Coastguard, RNLI, and Coastwatch**
p) **Charity and Caring Groups**
q) **Social and Special Interest Groups**
r) **Sports and Fitness Groups**
s) **Youth Groups**
t) **The Construction Sector**
u) The Entertainment Sector
v) The Hospitality Sector
w) The Retail Sector
x) The Transport Sector

11 MEETINGS OF THE TEAM

Meetings of the Team will normally take place monthly with breaks in August and December.
At these meetings updates will be presented on

- members' recent achievements and current plans and
- on-going activity in the Team's different sectors.

Such updates may be in writing and circulated prior to each meeting.
The focus of these updates should be

- on the development of the Economic Plan as adopted by the Team and
- how it might be taken forward.

In considering these reports the meeting will have particular regard for strategies that can progress

- the Plan's **Identifiable Key Developments** and
- the **Town Investment Plan** adopted by the Connected Coast Town Board.

At meetings of the Team attention may be drawn to issues facing other coastal regions and how they are being met.
At meetings of the Team support may be given to other bodies seeking grants or funding.
At meetings of the Team members may be elected to serve as its representatives on other bodies.

12 FOCUS GROUPS

In order to consider a particular issue in more depth the Team may from time set up a Focus Group with one of its members as its Chairperson. Minutes of the research and recommendations of each Focus Group will be kept by the Secretary and these minutes will be circulated to all members of the Team.

13 ATTENDANCE AND VOTING AT MEETINGS OF THE TEAM

More than one person belonging to the membership bodies of the Team will be welcome to attend meetings, but only one would be considered the body's voting Team member at each individual meeting. It is therefore open to membership bodies to have a different voting representative at each of the Team's meetings.
Meetings of the Team will be open to the public to attend unless a majority vote determines that the sensitivity of a specific agenda item requires a restricted attendance for that part of the meeting.

14 ANNUAL GENERAL MEETINGS

A: CONVENING THE MEETING

An Annual General Meeting of the Team must be convened once in every calendar year, as soon as is practical after the Team's annual accounts have been submitted for audit.
The meeting must be convened between 21 and 14 days beforehand with written notice given to all members, specifying the nature of the business to be transacted.
In the interests of transparency such meetings will be open to the public with notices appearing on at least four public noticeboards in the area, on at least two social media platforms, and in at least two publications circulating in the area.
In the interests of efficiency such meetings will take place on the same day and at the same venue as the Annual General Meeting of the Mablethorpe Area Partnership, with the business of the Team being conducted prior to the business of the Partnership.

B: THE MEETING'S QUORUM

The quorum of the Annual General Meeting will be 10 members.

C: ADJOURNMENT OF THE MEETING

If there is no quorum the meeting may be adjourned for up to 14 days and if there is no quorum present then the members present may decide whether to adjourn once more, or to proceed with the number present being considered to be the quorum.

D: VOTING AT THE MEETING

Voting at the Annual General Meeting will be by a simple majority.
Unless otherwise determined by a majority of those present, all voting will be by a show of hands.
In the event of a tied vote, the Chairperson, or in their absence the Vice Chairperson, would exercise a casting vote.

[14 ANNUAL GENERAL MEETINGS *continued]*

E: THE AGENDA OFTHE MEETING

At the Annual General Meeting of the Team members shall

a) receive from its outgoing officers a report on the previous year's activity;
b) receive and approve the Team's annual accounts to which should be attached an inventory of any property held by the Team;
c) appoint an independent financial examiner;
d) consider any business for which a week's notice has been given.

15 THE OFFICERS OF THE COASTAL COMMUNITY TEAM

A: ELIGIBILITY

Any representative of the Mablethorpe Area Partnership's members may stand for election as an officer. Nominations must be received by the Secretary in writing at least three days before the Annual General Meeting, unless the outgoing officers make a decision to accept nominations at the meeting itself. Officers will be elected for one year and may stand for re-election in following years.

B: THE STEERING COMMITTEE

The following officers of the Team will be elected in the course of the Annual General Meeting of the Mablethorpe Area Partnership and will be identical with the equivalent officers of the Partnership unless by a simple majority vote during the Partnership's Annual General Meeting it is decided otherwise:

- Three signatories, who will not be related to each other, to fulfil the roles of
    - a Chairperson
    - a Vice Chairperson
    - a Treasurer, who will be responsible for
        - overseeing all banking and financial arrangements of the Team;
        - ensuring the maintenance of proper accounts of all income and expenditure;
        - reporting on the Team's finances at its meetings;
        - disclosing current accounts to members of the Team on request.
- A Secretary who will be the Partnership's Single Point of Contact
  with responsibility for
    - convening all meetings by giving due notice of them;
    - keeping a proper record of all meetings;
    - maintaining a record of all correspondence, consultations and activities, and
    - ensuring such records are available at meetings as required.
- A Minute Secretary
- Four other members of the Team may be elected to serve as officers with designated roles.

The officers will form a Steering Committee which will have executive powers.

The officers may co-opt other representatives of the Mablethorpe Area Partnership's members to serve with them on the Steering Committee, should they see fit to do so.

16 MEETINGS OF THE STEERING COMMITTEE

A: THE FUNCTIONS AND DUTIES OF THE STEERING COMMITTEE

The Steering Committee will have the responsibility for

- monitoring the membership and finance of the Team;
- keeping as confidential any business that could be considered sensitive;
- ensuring all appropriate policies and procedures, such as those concerning safeguarding and data protection, are in place according to current relevant legislation or good practice.

B: CONVENING THE MEETINGS OF THE STEERING COMMITTEE

Meetings of the Steering Committee must be convened between 7 and 3 days beforehand with notice given to all officers.

Meetings not agreed previously may be called at any time by two signatories or five of the Committee's members.

C: THE QUORUM OF THE STEERING COMMITTEE

The quorum of the meeting will be 5, one of whom must be a signatory.

D: VOTING AT THE MEETINGS OF THE STEERING COMMITTEE

Voting at the meetings will be by a simple majority.
All voting will be by a show of hands unless otherwise determined by a majority of those present.
In the event of a tied vote, the Chairperson, or in their absence the Vice Chairperson, would exercise a casting vote.
Decisions may be reached using electronic or other means, but such decisions must be logged and recorded by the Secretary and formally accepted at the Committee's next meeting.

E: THE AGENDA OFTHE MEETINGS OF THE STEERING COMMITTEE

At each meeting of the Steering Committee, a statement of the Team's current financial position must be given.

17 SUB-COMMITTEES

The Steering Committee may delegate specific matters to groups drawn from other members of the Team. Such a sub-committee would be appointed on the understanding that

a) it would be directly accountable to the Steering Committee;
b) at least one of its members would be a member of the Steering Committee;
c) proper accounts and records would be kept and that these would be made available at meetings of the Steering Committee on request;
d) the Steering Committee could require the dissolution of a sub-committee at any time;
e) on the dissolution of a sub-committee all assets, records and accounts would be passed to the Steering Committee.

18 SPECIAL GENERAL MEETINGS

A Special General Meeting may be held at any time if called by the Steering Committee, or if at least 12 members make a formal written request to the Secretary. On the receipt of such a request the notice convening the meeting must be given within ten days. The procedures for such a meeting will be the same as those for the Annual General Meeting.

19 COMMUNICATION WITH MEMBERS

Any member of the Team who provides the Team with their email address would be taken to have agreed to receive communication from the Team in electronic form unless a specific request is made for communications in an alternative form.
On request the Secretary will supply within 21 days a hard copy of any information circulated by other means.

20 DATA PROTECTION

Any record of member bodies, their representatives, committee members, and volunteers will be kept in accordance with current data protection legislation.

21 AMENDMENTS TO THE CONSTITUTION

Alterations to this constitution will require a two-thirds majority of those present and voting at an Annual General Meeting or a Special General Meeting with notice of the proposed alterations being given at the point when any such meeting is convened.

22 DISSOLUTION OF THE TEAM

A resolution to dissolve the Team can only be passed at an Annual General Meeting or at a Special General Meeting convened for that purpose. At such a meeting the rules governing the quorum would not apply, but for the decision to be made two thirds of those present would need to vote for the resolution.
On the dissolution of the Team, any assets remaining after the payment of all debts and liabilities shall be passed to another properly constituted charity or community group within Team's Operational Area which has aims similar to those of the Team. The group to which such assets would be transferred shall be determined by a two thirds majority of those present at the meeting called to consider the dissolution of the Partnership before that motion is proposed.

23 ADOPTION OF THE CONSTITUTION

This constitution was approved at the Team's 2021 Annual General Meeting.

SIGNED
Chairperson

FULL NAME *SIGNATURE* *DATE*

Vice Chairperson

FULL NAME *SIGNATURE* *DATE*

Treasurer

FULL NAME *SIGNATURE* *DATE*

Secretary

FULL NAME *SIGNATURE* *DATE*