

CETAG Amended Terms of Reference January 2010

Introduction

The original objectives of CETAG were based around opposition to the Eco Town proposals for the RAF Coltishall site. The 'eco town' proposals are no longer an option for the site however it was agreed at a CETAG meeting in early 2008 that a role may still exist in ensuring local councils have a say in the future of the site once the Ministry of Justice agrees a disposal strategy.

CETAG has been attending the Coltishall Task Force meetings and will continue to represent local level interests on any proposals for the site. Some progress is expected in 2010, but it may be some time before a firm and final decision on uses is actually taken

"CETAG" as a brand has become accepted and known locally and it is proposed to keep this title, but we have changed the Terms of Reference to more accurately reflect the new role of the group.

Amended Terms of Reference

Name:

The name of the organisation shall be **CETAG (Formally Coltishall Eco Town Action Group - but now focussing on ensuring appropriate future uses of the RAF Coltishall site)**

Purpose and objectives:

The purpose of CETAG shall be to act on behalf of the member parish and town councils and the interests of their associated parish areas in delivering the following objectives / activities:-

Work with the RAF Coltishall site owners and other interested parties to ensure an appropriate future use that delivers real benefits for the local area and minimises any potential negative impacts. Particular areas of interest include:-

- Ensuring local people have an ongoing involvement in the use and operation of the site where there are potential impacts on local community life
- Protecting and where possible enhancing the rural environment on and surrounding the site, including sensitive ecological and wildlife sites
- Recognising and protecting the historic and RAF heritage aspects and benefits of the existing site
- Ensuring that adequate transport, road and community infrastructure supporting the site is included in any proposals
- Delivering employment opportunities for local communities.
- Ensuring that adequate and appropriate options for both water supply and waste water disposal from the site are included for any proposals

Work with any other organizations or bodies to make the work and outcomes of the group as effective as possible including representation to local, regional and national bodies where appropriate

Identify sources of funding to support the work of the group and any associated activities to deliver the main objectives.

Identify ways to **involve the communities** in the future use of the Coltishall site and gather the views and opinions of as many communities, groups and organizations in the community as possible.

Determine the means of any **communication with local communities** including any public relations, media, marketing or consultation activities to support the work of the group.

Keeping local communities informed of the work of the group and any outcomes impacting on the Coltishall site proposals. This to include integrated media, marketing and consultation activities and in particular, a Group web site, newsletters, leaflets and public meetings.

Be responsible for the planning, **budgeting and monitoring of expenditure** on the work of the group and report back to the member parish and town councils on such matters

Report back to the member parish and town councils on progress, any specific local issues arising from the work of the group or impacts from proposals for the Coltishall site.

Membership:

Membership is as follows:-

The Group will have an open membership to all parish and town councils / meetings in the close proximity to the RAF Coltishall site. Current local council membership /support at January 2009 includes:-

- Buxton with Lamas
- Coltishall
- Felmingham
- Hainford
- Horstead with Stanninghall
- North Walsham
- Scottow
- Skeyton
- Sloley
- Swanton Abbott
- Suffield
- Tunstead
- Westwick
- Worstead

No more than 2¹ representatives will be permitted from each member council. Nominated substitutes will be accepted in agreement with the Chair.

Additional members other than parish or town council members can be co-opted (non voting) on to the group as advisors to the group

Working groups of non member volunteers can be established by agreement with CETAG to support any aspect of CETAG's work.

Authority:

Members of the group will have authority from their own parish / town council to act on their behalf within the agreed remit of CETAG². All actions will be reported back to parish / town councils at each scheduled council meeting as a standing agenda item.

Liaison / consultation with Parish / Town Council Chairs will be undertaken outside this arrangement as required.

Officers:

The Steering Group will elect: a Chairperson, Vice – Chair, Finance Administrator, Secretary, Communications Officer and other roles as determined by the group.

Meetings:

CETAG shall meet as required. At least one weeks notice will be given to all members by published notice, email or sent by post.

All matters determined by the Steering Group will be by majority decision using voting where necessary/appropriate. Where required, the Chairperson will have the casting vote.

Notes of all CETSAG meetings will be published on the Groups website

Working Groups:

CETAG will establish working / support groups as required, to undertake any aspect of CETAG's work.

Each working group will have a nominated co-ordinator from the main CETAG membership group³

¹ representatives limited to 2 to achieve a manageable size for the group.

² This limits authority to "Coltishall site related" issues. Reporting all proposals and potential decisions back to all member parish councils for action is impractical and unnecessary if detailed terms of reference are agreed - that is the function of the TOR.

³ This covers working groups made up of CETAG members and volunteers but guarantees feedback to the main group.

Each working group will operate to any terms of reference issued by CETAG and will report back to CETAG at each scheduled meeting and as appropriate

Finance:

CETAG is permitted to raise funds from its member Councils and from fund raising activities to support the work of the group.

Each member council will consider providing 'one off' funding / donations of £50 when requested by CETAG. These requests will only be for specific costs associated with the operation of the group (e.g. web site costs)

The Finance Administrator shall keep a record of all CETAG income and expenditure.

CETAG funds will be held on behalf of the group in a separate bank account managed by the nominated Finance Administrator / parish Council⁴ or by a nominated parish Council operating a 'ring fenced' process for CETAG funds.

Agreed costs incurred by CETAG or working group members in carrying out CETAG work may be reclaimed. This includes: postage, printing, stationary, telephone calls and travel costs.

The Treasurer / CETAG will issue procedures for claiming such agreed expenses including the rates that will apply.

Changes to the Terms of Reference:

These terms of reference may be altered and additional clauses added with the agreement of two-thirds of CETAG present at any meeting.

Winding Up Clause:

On the winding up of CETAG, any remaining assets or funding will be returned to the member councils and any sponsoring organisations based on the original subscription / funding arrangements.⁵

Amended TOR January 2010

Contact Glyn Williams chestnut999@btinternet.com / tel 01692 538419

⁴ Accounting procedures and reporting to utilize existing parish council standards / protocols

⁵ Any funds will therefore be returned on a pro rata basis based on the original level of funds provided related to the balance of funds for repayment.