



Constitution of the Battle Partnership

1. **INFORMAL ASSOCIATION**

The Partnership shall be an unincorporated association of appropriate bodies representing the business and community organisations in Battle and District.

2. **OBJECTIVES**

The object of the Partnership is to promote and to assist others in promoting in the widest sense the economic and community regeneration of the town of Battle and District, including the enhancement of its historical and architectural heritage and to ensure the social well-being of its residents.

3. **FINANCIAL POWERS**

The Partnership may undertake financial transactions necessary to conduct its business including an authority to bid for Government, European, Lottery and other appropriate funding.

4. **MANAGEMENT STRUCTURE AND MEMBERSHIP**

a) In order to meet the Partnership's objectives, it is necessary for all interested parties, potential partners and the wider community to be able to be involved in Partnership matters. However, it is necessary to establish a Management Board that manages the affairs and takes decisions on behalf of the Partnership. The Management Board sets out the policy of the Partnership and establishes and manages an annual work programme on behalf of the Partnership. The Management Board is also responsible for preparing and submitting bids for external funding.

b) In order to widen its representation, the size of the Management Board has been extended from 21 to a maximum of 24 members.

c) The representation on the Management Board is as follows:-

Battle and District Chamber of Commerce	2 representatives
Battle Town Council	2 representatives
Rother Association of Local Councils	2 representatives
Action in Rural Sussex (AiRS)	1 representative
Ten Sixty Six Enterprise	1 representative
English Heritage	1 representative
East Sussex County Council	1 representative
Claverham Community College	1 representative
Rother District Council	1 representative
Hastings and Rother Primary Care Trust	1 representative
Rother Voluntary Action	1 representative
ESCC Youth Development Service	1 representative
Battle Bonfire Boyes	1 representative

d) Each body will be able to select their own representative on the Management Board. The membership of the Management Board can change through a formal resolution of its members. Each body should formally inform the Chairman of any change in representation.

e) There will be an appointed Chairman and Vice Chairman of the Management Board. A Secretary will be appointed to assist the Board. Each position to be elected every two years.

- f) The Management Board will meet at regular intervals but not less than four times per annum, including an Annual General Meeting in May of each year.
- g) The quorum for Partnership Board meetings should be a minimum of 25% of the board membership, plus the Chairman.

5. VOTING RIGHTS

Decisions taken by the Partnership to change policy or agree allocations of funds will be through a majority voting system. Decisions will normally be taken at Management Board meetings unless there is delegated authority to the Chairman or Secretary. Each member present shall have one vote. Where the votes cast in any matter are equal then the Chairman shall have a casting vote in addition to a vote as a member.

Change to the constitution of the group or a change in policy cannot be made unless it is agreed by at least two thirds of the members of the group.

6. IMPLEMENTATION AND ADMINISTRATION

The Chairman will be responsible for the day to day implementation and co-ordination of the work programme. Formal minutes will be taken by the Secretary at each Management Board meeting and be available for public scrutiny.

7. FINANCIAL MATTERS

It is anticipated that the Partnership will receive grant support to undertake initiatives. Limited funds will be expended on the Partnership's administration and running costs. Rother District Council will act as an account holder on behalf of the Partnership. Monies will be released by Rother District Council on the written approval of the Chairman of the Partnership and either the Secretary or Treasurer. Accounts will be kept and a financial statement will be presented at each Management Board meeting.

8. ATTENDANCE AND MINUTES BOOK

A formal record of attendance at Management Board meetings shall be kept by the Secretary. The minutes arising from each meeting will be circulated with the agenda for the subsequent meeting and will, as appropriate, be signed by the Chairman as a correct record of the proceedings.

9. ANNUAL GENERAL MEETING (AGM)

The Management Board will call an Annual General Meeting each May to outline its work programme and report on other appropriate matters. The AGM will be open to the public.

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