

# Annual Report of the Devon Towns Forum 2009

*Working with the Communities of Devon*



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## The Devon Towns Forum Chairman's Report 2009

Once again it is my great pleasure, as Chairman of the Devon Towns Forum, to welcome you all to our Annual General Meeting and Reception for 2009. It is always a pleasure to welcome again the many old friends and distinguished guests with whom it has been our pleasure to have worked over the past twelve months and to welcome those who are perhaps meeting us for the first time.

I am particularly grateful and pleased to welcome Philip Norrey Chief Executive of Devon County Council who has very generously found time to join us this evening and to say a few words; we look forward to hearing from Philip shortly.

Most of you will already know about the Forum and its reputation for providing a wide range of events, workshops and services that has been established over the years; perhaps you will have attended some of them. The past twelve months has been no exception and the drive to provide services and events that inspire, encourage and which are relevant, has always been important to the Forum and is, I think, appreciated by the users of our services and our partners alike.



Indeed it is only with the support provided by the South West Regional Development Agency and Devon County Council that we are able to help the Community Partnerships and Groups of Devon. With the completion of the Market & Coastal Towns Initiative Programme in 2008 the need to keep Devon's Market Town Partnerships working and delivering their valuable projects became an even greater priority for the Forum.

The Forum recognises however that things do not stand still and that we need to offer our services to new and different types of Community Partnership such as: Transition Towns Partnerships, AONB's, Local Area Action Groups and special interest Groups such as and those looking at Climate Change, Ecology and our Coasts.

The Forum has a long tradition of applying its services where they are needed and will do the most good. It is fitting therefore that the energy generated through the MCTi process is now finding new areas for expression. However, to provide the best services the Forum and its partners need to have up-to-date information about the work and health of Devon's Market Town Partnerships. To address this, between September and November 2008, the Forum undertook an in depth survey of 28 Market Towns across Devon.

This was a major undertaking for the Forum and we are grateful for the time and effort of those who took part. An analysis of the Survey was shared with our partners and is available on our website. The results of the survey are interesting and highlight some impressive findings. For example, a staggering Four Thousand Five Hundred citizens were conservatively estimated to have been involved in Market Town level Community led Planning to-date; with significant increases in skill and confidence apparent within these partnerships.

In economic terms, the influence of this activity is estimated to be in the region of some *£50 Million Pounds* of added value to the Devon Economy *so far*; with many major projects still in the pipeline and waiting to be delivered! This suggests the grant cost of the programme to have been outweighed by a return of better than 30 to 1.

The Survey also provided evidence of the steadily increasing number of Market Town Partnership that are now engaging with their Local Strategic Partnerships when compared with the commencement of the programme. This is something to which the DTF has devoted considerable time and resources and that will feature strongly in our future plans. One aspect of this is the ability of Forum board members to support and fund some local engagement activity.

The survey also provides evidence of the positive effect Community led Planning has on supporting Local Democracy, with 39% of Market Town Partnerships reporting that, as a result of their activity, members had either become, or had shown an interest in becoming a local Councillor.

We are assured that this is quite correct by our own Vice Chairman Bob Buxton who now represents his Local Community as a District Councillor. There are many good examples like this of elected members working alongside participative representatives with ever greater trust and co-operation.

Overall the survey paints a picture of enormous good will and commitment. However, although the story is an overwhelmingly positive one, there are also some significant challenges. We recognise for example that far more needs to be done to support the Market Town Partnerships themselves, and ways found to sustain them. This is important if we are to fully realise the social and economic capital that has been built up within our Market Town Communities and benefit from their involvement within future systems of governance; whatever their structure.

In other areas the Forum has been delighted to contribute to a programme of Action Research for the highly influential Carnegie UK Trust where the results of this research echo many of our own survey's findings. The research for Carnegie has been led by the Devon Heartlands Community Partnership in Okehampton that amongst other things highlights the development of two *Local Community Forums* in the Market Towns of Okehampton and Tavistock in West Devon.

These Local Forums have been specifically developed to involve and engage Market Town Communities in the post MCTi era and establish their involvement and representation within the board of the Local Strategic Partnership. This approach is rightly attracting considerable interest and is an example of Market Town Partnerships developing practical solutions to meet present and future demands for greater involvement and partnership working.

February of this year, once the snow had thawed, we supported the inaugural conference of the *Market and Coastal Towns Network* which is the Regional body for Market Town level Community led Planning. The DTF was pleased to play its part in the overall preparations for the event and for helping to facilitate two well attended workshops on the theme of Sustaining Community Engagement.

The Conference and the Forum is indebted to Cllr. Brian Greenslade who as then Leader of Devon County Council gave the conference its keynote presentation. The day was judged to have been a great success by those attending and special thanks go to all those taking part. Special thanks should also go to Roger Grainger who in his capacity as County Community Strategy Officer was on hand to field questions on the Boundary Review! This added greatly to the quality of the debate and no doubt to Rogers's enjoyment of the day!

Throughout the year the Forum has contributed to a range of conferences and seminars and has continued to support the valuable work undertaken by our partners including: Devon County Council, The Devon Strategic Partnership, the South West Acre Network, the Communities in Action Plans Database, Devon Rural Network and the Devon Compact to name but a few.

The Forum was also pleased to be invited to work with the Empowering Communities Rural Task Group as this will offer the Forum a further opportunity to contribute to work on the role of Community-led Planning in empowering communities and influencing Strategic thinking.

Other examples of Forum activity has included: the award of more Websites and IT Training Packages, the most recent of which will be announced later this evening, plus ongoing Forum IT Training Workshops. This is a very real success story of targeting help to Community Groups that otherwise would not have a Web presence in this internet age.

The Forum also provides ongoing support for the Creative Coasts Network and this year saw the launch of the Forum's Best Market Town Photo Competition. This produced some interesting submissions, but a winner was found and the photograph now safely adorns the home page of the Forum's website.

But let me now turn to the future. I am really proud on behalf of the Forum to announce, what we hope will be a really interesting, exciting and useful programme of events and services beginning this autumn. You may be pleased to know that there will be an opportunity to pre-book places for these events this evening by filling in your details on the various event sign-up-sheets displayed around the room.

Firstly, Nigel Hutchings the Chief Executive of South West Chambers On-line, who in addition to coming here tonight to present the Forums South West Chambers On-line Website and Training award, has agreed for South West Chambers to work with the Forum on a new project to develop better and clearer links between Chambers of Commerce and the Market Town Partnerships and Community Groups across Devon.

This will include an extension of the Forums ongoing Website and Training Programme and will seek to develop specific training packages to address such things as: Joint Chamber and Market Town Chairmanship Training and help to stimulate local Marketing, Entrepreneurship, and the Economy. We will hear a little more about that later.

Next, the Forum is to offer Devon's Market Town Chairmen an opportunity to sign-up for a fully sponsored advanced three day Chairmanship Training and Coaching Course. This exclusive course will look at the range of skills needed for today's Market Town Partnership Chairmen. The Course will be led by Sally Williams who is the National Training Manager from Action for Market Towns. Sally is here tonight and will say a little more about the Course and Action for Market Towns shortly.

On the 21<sup>st</sup> October the Forum is holding a major event here at Sandy Park to showcase some of Devon's Capital Projects. Using several of the projects and activities identified within the Forum's survey and others identified by our partners, we hope to present a Gala Showcase of Devon's Capital Projects both to celebrate and publicise the incredible achievements and future projects from around the County.

To help achieve this the Forum is thrilled that the event is to be introduced by Julia Bradbury, who many of you will know as the lead presenter of *BBC TV's Country-file* and other hit programmes such as: *Wainwright's Walks*, *Railway Walks*, and as co-presenter of the TV Consumer Programme *Watchdog*. We are sure that Julia will give the event a sparkle that will help to highlight the fantastic record of Community involvement and achievement in Devon. Invitations to attend this special evening event will be sent out soon, but if you have a project that you think should be included then please sign-up tonight and we will be in touch with you.

Finally, in November there will be a special all day event at the new Watermark Centre in Ivybridge. The Forum is delighted to be supporting the Watermark Centre, Ivybridge Town Council and Devon County Council's Economy and Regeneration Service. The event is designed to answer your questions about developing a Community Asset. So, if you want to find out more about the Watermark Centre and learn about Devon County's new Asset Development Toolkit, this event is for you. Invitations will be sent out prior to the event, but you can pre-book your free place by signing up tonight.

Finally I would like to record my thanks for the work of the Forums board and our Facilitator. Also to acknowledge the continued support provided by the South West Regional Development Agency and Devon County Council who enable us to help Community Partnerships and Groups from all over Devon.

*Tom Langdon Davies*

Chairman

The Devon Towns Forum

## Elections to the Management Board of the Devon Towns Forum

### Nominations, Election, Eligibility and Responsibilities of Devon Towns Forum Board Members

Nominations have been received the following offices of the Board of the Devon Towns Forum

Office	2009 Nominations Received	Status
Northern Area Representative (Torridge)	Cllr. Geoff Lee	Standing for re-election
Northern Area Representative (Northern)	Jane Mills	Standing for re-election
<b>Eastern Area Representative</b>	<b>Vacancy</b>	<b>Vacancy</b>
Southern Area Representative	Brian Lowe	Standing for re-election
Western Area Representative	Christopher Kirwin	Standing for re-election
Mid Devon Area Representative	Dr Fern Clarke	Standing for re-election
Vice Chairman	Cllr. Bob Buxton	Standing for re-election
Chairman	Tom Langdon Davies	Standing for re-election

**Eligibility and Conditions:** Nominees for area board membership must be notified to the Facilitator of the Forum prior to the Annual General Meeting or EGM and be proposed and seconded at the AGM or EGM. Persons elected to the board must be able to act as a recognised representative of a Community Partnership, although not necessarily its Chairman, and be actively engaged in Community led Planning and aware and supportive of the aims and purposes of the Devon Towns Forum.

The Offices of Chairman and Vice Chairman are available only to existing board members that have served not less than one year on the DTF Management Board.

Elections to the Board will be a simple majority vote by show of hands or Ballot at the Annual General Meeting. This will be followed by elections to the office of Chairman and Vice Chairman by a majority vote of the management board members present. Offices are for a term of one year; existing members are able to stand for re-election.

**Board members are expected to:** Attend 4 board meetings per year (normally held in or near Exeter). Promote the work of the DTF and its partners, support and attend DTF events when possible and support the Chairman with oversight of DTF undertakings in accordance with its Business Plan.

Area Board members are expected to act as an area or district representative supporting inter partnership working and communications between the local area partnerships, the LSP and agencies for a given geographic area. A small budget may be available to assist Area Representative Board Members at the discretion of the Chairman or delegated authority to support partnership working.

#### Travel Expenses

Elected Board Members will be entitled to a travel allowance at the rate of 40ppm for their attendance at board meetings or other approved journeys undertaken at the specific request of the Chairman or delegated authority.

#### Board Members Area Representation is as follows:

**Northern Area Partnerships:** Lynton & Lynmouth, Ilfracombe, Barnstaple, South Molton,

**Northern Area (Torridge)** Torrington, Holsworthy, Bideford, Westward Ho! Northam, Appledore,

**Western Area Partnerships:** Hatherleigh, Okehampton, Tavistock, Tamar Valley, Launceston (Part)

**Eastern Area Partnerships:** Honiton, Seaton, Sidmouth, Axminster, Exmouth

**Southern Area Partnerships:** Dawlish, Teignmouth, Newton Abbot, Ivybridge, Totnes, Kingsbridge, Dartmouth.

**Mid Devon Area Partnerships:** Crediton, Tiverton, Cullompton, Exeter.

**Devon County Representative:** This is an automatic non-elected seat on the Forums Management Board.

## Candidate Profiles



**Tom Langdon Davies: Standing for re-election as Chairman of the DTF Board**  
Tom Langdon-Davies is currently Chairman of the Devon Towns Forum, and was the Chairman of the Market and Coastal Towns Network until April 2009. Tom is also Chairman of South west Food and Drink and works with the Torbay Coast and Countryside Trust. Tom was recently Chairman of the Devon Rural Renaissance Action Group leading up to the successful bid for non objective 2 areas to get funding. Tom has twenty years commercial experience at Director and Chairman Level in the food industry where he created an internationally recognised brand. He has worked in the oil industry overseas and is currently committed to promoting renewable technologies. Tom is co-founder of BDM Business Coaching, where he enjoys coaching high flyers in both the public and private sectors to achieve more and suffer less.



**Cllr. Bob Buxton: Standing for re-election as Vice Chairman on the DTF Board**  
Bob is currently a District Councillor on East Devon District Council, Vice Chairman of the Devon Towns Forum, Chairman of Honiton MCTi, Chairman of Honiton Development Trust and Vice President of Honiton Chamber of Commerce and was voted Honiton Citizen of the Year 2007. Bob has been a regular attendee at DTF and the previous Devon Chairs Forum from its inception in 2001. Bob has a strong background in business and is currently working in the Tourism Sector with extensive retail experience and local knowledge. Bob is a keen sportsman and recognises the importance of good communication and is keen to support the Forum and foster good community relationships.



**Jane Mills: Standing for re-election as the Northern Area Representative (Northern)**  
Jane is a business woman living and working in Fremington in the Torridge District. Jane is also the Clerk for Fremington Parish Council. Although not a Market Town Fremington is one of the largest parishes with some 11,000 inhabitants and with close proximity to Barnstaple in the North and Bideford to the south is ideally situated to represent the area. Jane has been a keen supporter of Forum events and training opportunities. Jane also attended and supported the Bridges event held in South Molton and is keen to develop links with other partnerships in the area.



**Cllr. Geoff Lee: Standing for re-election as the North Devon (Torridge) Area Representative**  
Geoff is a District Councillor with Torridge District Council and is a ward member for Torrington Town Council. Geoff also Chairs the Torrington Area Committee and is a Trustee for Great Torrington CDT and is Vice Chairman of Torrington and Bude Citizens Advice Bureau. Geoff is interested in strengthening links between different Local Community Partnerships including the Torridge Market Town Chair's Group, the Local Strategic Partnership and the Agencies. Geoff is committed to improving local conditions and services for the whole community and sees the Devon Towns Forum as great way of helping to connect people.



**Dr. Fern Clarke: Standing for election as the Mid Devon Area Representative**

Fern is currently the representative for three Mid Devon MCTi groups: CREDITON, CULLOMPTON and TIVERTON on the Mid Devon Local Strategic Partnership. Fern has been a keen supporter and attendee of DTF events and meetings. From March 2005 to February 2007, Fern was the Community Co-ordinator for the Exe Valley Plan the Community Strategic Plan for the Tiverton area published in February 2007. Fern was formerly a teacher in Tiverton and then a lecturer at Exeter University. She is currently active on the management of Tiverton Civic Society and Devon Conservation Forum, and is a lay representative on the management structures of the Diocese of Exeter. She is a firm supporter of the importance of community strategic planning in articulating and achieving the aspirations of local community groups, civic and ecclesiastical, and in the need to identify the training needs of these groups to enable them to achieve their goals.



**Brian Lowe: Standing for election as the Southern Area Representative on the DTF Board**

Brian has been involved in Market Town Planning since the early days of the MCTi Programme and as Chairman of the Kingsbridge and Salcombe Area Partnership was a regular attendee of the then Devon Chairs Forum. Since then Brian has remained actively involved with KASAP and is a keen supporter of the Devon Towns Forum. Brian brings considerable experience and knowledge of Market Town Planning and Community Engagement to the role of DTF Board member.



**Christopher Kirwin: Standing for re-election as the Western Area Representative**

Christopher joined the DTF board a year ago as the Western Area Representative and has been involved with the Tavistock MCTi almost from the outset and has been the Chairman of TAVI MCTi, now known as TaVi the Tavistock and Villages Initiative since January 2003. Christopher is also Chairman of the Tavistock Music & Arts Festival Ltd. and Company Secretary of the Tavistock Youth Cafe Ltd., both companies that were set up following initial funding by TAVI/Tavistock MCTi. Christopher is also Vice Chairman of Tavistock Forward, Chairman of the West Devon Joint Partnership (of market Towns) and has been a keen supporter of Devon Towns Forum events.



**Eastern Area Representative: Vacancy**

## Automatic non elected Board Member representing Devon County Council



The Devon Towns Forum is fortunate in having Roger Grainger on its Management Board in an automatic non-elected capacity to represent Devon County Council.

Roger is a County Community Strategy Officer within the Chief Executives Department of Devon County and is therefore well placed to offer the Forum advice and guidance. Roger joined the Board in 2008 following in the footsteps of Andrew Lightfoot another valued colleague at Devon County Council. We are grateful for the support provided by Roger and the Council and for supporting the principle of Community led Planning.

## The Forums Facilitator and First Point of Contact



Paul Delahoy is the Devon Towns Forum Facilitator and its first point of Contact. Paul is the only paid officer of the Devon Towns Forum and works part-time to keep everything working as it should. Paul's background is in Public Services Management with experience both as a Senior Local Authority Officer and later as a Consultant advisor to Local Authorities. Paul is an experienced Community Development Professional with wide experience of Community led Planning. Paul was recruited to help the Forum develop a new Business Plan and Delivery Strategy in 2005. Paul has also worked with the Torrington and Okehampton MCTi partnerships as a project co-ordinator.

## Presentations and Guest Speakers

**The Devon Towns Forum is delighted to welcome the following Guest Speakers**

**Nigel Hutchings** CE of South west Chamber On-line. Nigel will also present the DTF Website and Training Package Award to the recipient.

**Sally Williams** National Training Manager with Action for Market Towns. Sally will introduce the DTF proposal for advanced Chairmanship Training and the work of AMT

**Dr. Philip Norrey** Chief Executive Officer of Devon County Council. Philip will give a perspective on Community Involvement from the County Councils perspective.

## Some of the Forums recent activities



### South West Market and Coastal Towns Network Conference

The Devon Towns Forum together with the Market Town Fora of: Gloucestershire, Wiltshire, Somerset, Dorset and Cornwall that make up the South West Market and Coastal Towns Network held its first annual conference in February 2009. The network chaired in its first year by Devon's Tom Langdon Davies was created to help co-ordinate Market Town level Community led Planning following the demise of the Market and Coastal Towns Association. Attended by well over a hundred people and with excellent speakers, presentations and discussion workshops there was a clear appetite to hold the event again next year.

### Devon Towns Forum Best Market Town Photo Competition

Aimed at stimulating interest and innovation in our Market Towns and developing Marketing and Publicity Skills within Devon's Partnerships, the Devon Towns Forum decided to hold its first Market Town Photo Competition. With a first prize of £100 the Forum received a number of entries, but finally it was decided that the prize should go to the Dartmouth MCTi Partnership. The winning Photograph is now displayed on the home page of the Forum's website. The competition will be repeated as it proved a fun way to get people interested in promoting their Market Town.



### Creative Coasts Network

Since the two highly successful Creative Coasts events in 2007 and 2008 the first of which enjoyed Mark Horton of BBC TV's 'Coast' Series as its guest presenter the Forum has been keeping members connected. The Forum has continued to support the Creative Coasts network providing regular up-dates and useful information to members of the Network. A Creative Coasts report followed the initial event and is available to view or download at [www.devontownsforum.org.uk](http://www.devontownsforum.org.uk)

## Communities in Action Database

Having made a significant investment in the Communities in Action Database project by sponsoring seven training workshops in 2008 the DTF is keen to continue their support and in 2009/10 will be looking at how best to train Community Partnership members to keep their projects and plans in the public eye. The database project led by the Devon's Strategic Partnerships and a range of supporting partners. It is the first database of its kind in the country and is an essential tool for managing the output of Community led Planning. In 2009 the Devon Towns Forum intends to focus on providing support for the Market Town Partnerships to maintain the Plans posted on this site.



### Devon Strategic Partnership Annual Conference

On the 7<sup>th</sup> November 2008 the Devon Towns Forum attended and provided a display at the Devon Strategic Partnerships Annual Conference. This well attended event provides a host of partners and stakeholder to meet and share achievements and challenges in a strategic context. The Devon Towns Forum is the representative voice for all Market Town Community led Planning Partnerships on the DSP and greatly values the opportunity afforded by this important annual conference to ensure Devon's Market Town Partnerships are connected to the work of our partners.

### The Devon Towns Forum AGM in 2008

Last years AGM and Evening Reception enjoyed having Cllr. Brian Greenslade the then Leader of Devon County Council and Stephen Wright MBE Regional Director of the South West ACRE Network (SWAN) as guest speakers. The speeches were well received and provided a fitting context for the developments undertaken throughout the year by the Forum. The DTF is now better placed to understand the needs of its member partnerships and has set about developing services that will help sustain and keep them connected.



L-R Devon Towns Forum Chairman Tom Langdon Davies talks with Cllr. Brian Greenslade Leader DCC and Rev. Philip Wagstaff From Okehampton at the Forums AGM July 2008



Stephen Wright Regional Director of the South West ACRE Network (SWAN) pictured left and guests (left) at the Devon Towns Forum AGM and Evening Reception July 2008



## Recipients of DTF Website and Training Support in 2008:



**Hatherleigh Community Centre** and the **Tavistock and Villages Initiative** were this years recipients of Devon Towns Forum Website Awards, so both towns now join the steadily growing number of market Town Community Partnerships enjoying the benefits of SW Chambers's Websites and DTF sponsored training.

2009 will see an extension of this successful programme to help link Town Partnerships with Chambers of Commerce. The DTF will be awarding more South West Chambers Online Website and Training packages throughout the year. The recipients of the latest DTF Website Award will be announced and presented by Nigel Hutchings Chief Executive of South West Chambers Online.



## Other DTF Activities in 2008/9:

- Quarterly Board Meetings, Annual General Meeting and production of reports
- Presentations of our work made to the Creating Excellence/ Empowering Communities Seminar in Plymouth 23 Oct 2008
- The Carnegie UK Trust Annual Convention 11-13 November 2008.
- Carnegie Key Influencers Seminar 26 Nov 2008
- DSP Conference 7 Nov 2008
- DRN VCS Action Group 18 July 2008/ 3 mar 2009
- CIA Database Steering Group 28 July 2008/ 16 Oct 2008/ 22 June 2009
- Sustainable Communities Group 31 July 2008
- SWAN CLP group meeting 7 Oct 2008
- Boundary Committee Consultation 9 Sept 2008
- SWMCTN Meeting 17 Sept 2008/ 7 Jan 2008/18 mar 2009/ 1 July 2009
- WD Joint Partnership Mtg 15 jan 2009/ 2 Apr 2009/ 7 July 2009
- VCS Consortium Assembly 25 Feb 2009
- Exmouth Town Council Community Planning Group Meeting 26 Feb 2009
- SWRDA Evaluation Meeting 12 March 2009
- Tiverton Partners Meeting 31 Mar 2009
- Torrington Area Advisory Group meeting 21 April 2009
- Empowerment Partnership Meeting 28 April 2009
- Exeter Community Initiatives/ Consortium meeting 27 May 2009
- East Devon AONB meeting 22 June 2009
- Consortium/CCD Total Support Project Meeting 8 July 2009
- Maintenance and enlargement of the DTF Website, information and photo archive
- Regular Communication of News and Press releases
- Working in partnership with the South West Acre Network (SWAN) on Community led Plans Steering Group
- Providing Support and Funding for the Community led Plans database Project led by the DSP
- Supporting important Action Research for the Carnegie UK Trust on the theme of engaging rural communities in ongoing Community led Planning
- Regular reporting local and regional events and meetings through Websites and Newsletters.
- The Forum is currently providing support for Partnership Working across the County to promote engagement between the Community Partnerships and the different Local Strategic Partnerships.

## The DTF also actively support the following partner activities:

- SWAN Community Led Plans Steering Group (ongoing)
- SW Market & Coastal Towns Network (2008 onwards)
- Community Plans Database Project Steering Group (ongoing)
- The Devon Strategic Partnership (DSP) plus Sustainable Communities Steering Groups
- Members of the Devon Economic Partnership (DEP) (ongoing)
- Partners Stronger Communities Group organised by Devon County Council DSP
- Partners and hosts for the Creative Coats initiative 2008 (ongoing)
- Partners in the Carnegie UK Trust Rural Action Research Project.
- Members of Devon Rural Network (ongoing)
- The DRN VCS Action Group (ongoing)
- The DRN Consultation Response Action Group (ongoing)
- The Devon Consortium
- Participation in Housing Appraisal Groups (ongoing)
- Devon Renaissance Project Appraisals (ongoing)
- Supporting Local Area Action Groups (LAG's) AONB's and Devon Renaissance
- Supporting the development of Senior Councils (ongoing)

# **Future planned activities for the Devon Towns Forum:**

## **A Joint programme of support to Chambers of Commerce and Market Town Partnerships**

The DTF is to work with the team at South West Chamber On-line to extend its already highly successful Website and Training programme. This initiative will seek to develop specific training packages to address such things as: Joint Chamber and Market Town Chairmanship Training and help to stimulate Marketing Activity, Entrepreneurship, and support for the local the Economy.

## **Devon Towns Forum Website and Training Package Awards**

The Devon Towns Forum will continue to award Community Partnerships or Groups that can demonstrate a need for a Website to better communicate and promote their work with sponsored Website and Training Packages. The Award is worth over £600 and covers the cost of a bespoke South West Chambers Online Website, plus an individual initial training session and the first year's maintenance fees worth £90. All recipients of DTF website and training awards are eligible for and ongoing support from SW Chambers and Training sponsored by the DTF that provides regular free training workshops for all partnership webmasters.

## **Extending Partnership Support and Complementary Working**

Many established Market Town Partnerships are now moving into a delivery phase and are developing into different and diverse entities such as, Development Trusts, Community Interest Companies and Property Trusts. Others will want to pursue a single issue or project such as Climate Change or the development of a Community Enterprise. The Devon Towns Forum is also keen to develop constructive and collaborative working relationships with new and potential partners. Recent discussions with the Devon Compact, The VCS Total Support Project, AONB's and the Making it Local project are a few examples of where the Forum can be of value. The Forum will work hard to maintain its relationships with existing Partnerships whilst welcoming new ones, and where necessary adapting its services to meet those needs in the coming months and years.

## **Continued Support for LSP and Partnership Engagement:**

The DTF believe engagement between the agencies, Local Strategic Partnerships and Devon's Market Town Community led Planning Partnerships is essential to achieving actively engaged communities. To help address this DTF board members are appointed as Area Representatives to support cross-partnership working and engagement with Local Strategic Partnerships and the agencies. The DTF may be able to provide small amounts of funding to help Community Members with travel to local meetings and other associated costs.

## **Our Regional Focus:**

In common with the other Market Town Fora in the South West Region, the Devon Towns Forum will continue to actively support the South West Market and Coastal Towns Network. This will include contributing to the overall administration and budget of the Network that in turn will provide a Regional Network Website, an Annual Conference and help develop Influence regionally and nationally. The Devon Towns Forum is also keen to maintain other Regional initiatives such as the Community led Plans Framework led by SWAN and the Action Research for the Carnegie UK Trust on the future of Community led Planning and Engagement.

## Devon Towns Forum Advanced Chairmanship Training and Coaching Course.

The Devon Towns Forum invited suitably qualified organisations to submit tenders to provide a three Day advanced course aimed at providing Devon's market Town Chairmen with the skills needed for today. Sally Williams the Nation Training manager from Action for Market Towns has been selected by the Forum to undertake the Training role for the Course. The Course will be fully sponsored by the DTF and invitations will be sent to Market Town Chairmen soon with a view to their being undertaken in the autumn. It is anticipated that this Devon Towns Forum pilot will lead to further training opportunities in Devon and will link to a wider programme of Chairmanship Training being considered by the Market and Coastal Towns Network and Action for Market Towns.

## The Devon Towns Forum Capital Projects Event 21<sup>st</sup> October 2009



On the 21<sup>st</sup> October 2009 the Forum is to hold a Major Gala Event to showcase some of Devon's Best Projects. Using several of the projects and activities identified within the Forum's recent survey and others identified by our partners, we hope to present a Glittering Showcase of Devon's **Capital Projects** both those that have been delivered and those still pending.

To help celebrate and publicise the incredible achievements and future projects from around the County the Devon Towns Forum is thrilled to announce that **Julia Bradbury**, who many of you will know as the lead presenter of **BBC TV's Countryfile** and other hit programmes such as: **Wainwright's Walks**, **Railway Walks**, and the TV Consumer Programme **Watchdog** will be our special guest presenter on the night.

Letters of invitation for this special evening event will be sent out soon, but if you have a project that you think should be included then please let us know by contacting our Facilitator on 01805 624874 Or e-mail [info@devontownsforum.org.uk](mailto:info@devontownsforum.org.uk)

## Developing Community Assets Workshop at the Watermark

The 19<sup>th</sup> November is the date for a special all day event sponsored by the Devon Towns Forum at the new Watermark Centre in Ivybridge. (pictured right) The Forum is delighted to be supporting the Watermark Centre, Ivybridge Town Council and Devon County Council's Economy and Regeneration Service and to help disseminate the experience of Developing a Community Asset. The event is designed to answer your questions about developing a Community Assets. If you want to find out more about the Watermark Centre and learn about Devon County's new Asset Development Toolkit, this event is for you. Invitations will be sent out prior to the event, but you can pre-book your free place by contacting the Devon Towns Forum.



## A Record of Devon Towns Forum Beneficiaries

Beneficiaries of the forums services now extend to well over a thousand people that have directly used from the Forums services, either at events, or within their particular Partnerships. The Forums area of benefit embraces every Town and its hinterland across the County of Devon.

### Table of Direct Beneficiaries of DTF Events

<b>No.</b>	<b>Event/ Activity Title</b>	<b>Event Date</b>	<b>Number of Beneficiaries/ Attendees</b>	<b>Event Type and Notes</b>
1	Cross partnership Community Planning Networking Conference	2 July 2004	<b>94</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
2	Culture and Tourism Conference	9 May 2005	<b>88</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
3	Sustainable Energy and Technologies Conference	12 July 2005	<b>65</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
4	Webmaster Workshop	29 July 2005	<b>6</b>	IT Training Workshop for DTF Community Groups Website Webmasters
5	Legal Entities, Organisational Structures/ Roles and Responsibilities of Trustees Seminar	9 Nov 2005	<b>68</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
6	Power Point IT Training Workshop	3 Mar 2006	<b>8</b>	IT Training Workshop for DTF Community Group Members
7	Involving Communities in Planning Conference	21 Mar 2006	<b>90</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
8	Better Communications Workshop	26 June 2006	<b>9</b>	IT Training Workshop for DTF Community Group Members
9	Project Development and Funding Seminar	27 June 2006	<b>81</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers.
10	Devon Renaissance and DRN Funding Master Class 1	4 Oct 2006	<b>21</b>	Involved Community Group members plus Councillors, LA and Agency Officers,
11	Webmaster Refresher Workshop	6 Oct 2006	<b>7</b>	IT Training Workshop for DTF Community Groups Website Webmasters
12	The Bridges Project Event	19 Oct 2006	<b>50</b>	DTF Supported Community Planning Event in North Devon
13	Devon Renaissance and DRN Funding master Class 2	4 Dec 2006	<b>35</b>	Involved Community Group members plus Councillors, LA and Agency Officers,
14	Making a Difference Gala Conference	12 Dec 2006	<b>85</b>	Involving: Community Planning, Group Members, Councillors, LA and Agency Officers, Expert and High level Speakers e.g. BBC TV
15	Community Engagement Workshop 1	12 Mar 2007	<b>17</b>	Facilitated Workshop Involving Carnegie UK Trust Partners in West Devon LSP and County
16	Community Engagement Workshop 2	3 April 2007	<b>26</b>	Facilitated Workshop Involving Carnegie UK Trust Partners in West Devon and Across the County

17	Community Engagement in Practice Seminar	14 June 2007	<b>39</b>	Involved Community Organisations and Group members plus Councillors, LA and Agency Officers,
18	Creative Coasts Seminar	20 Nov 2007	<b>60</b>	Involving Community Organisations and Group members, Councillors, LA and Agency Officers,
19	Communities in Action Database Workshops X 7	18 <sup>th</sup> to 27 <sup>th</sup> Feb 2008	<b>100+</b>	Involving Community Organisations and Group members, Councillors, LA and Agency Officers,
20	Sustainable Communities and Community Asset Transfer Seminar	9 <sup>th</sup> April 2008	<b>50</b>	Involving Community Organisations and Group members, Councillors, LA and Agency Officers,
21	Creative Coasts 2	24 <sup>th</sup> April 2008	<b>25</b>	Involving Community Organisations and Group members, Councillors, LA and Agency Officers,
	<b>Events and Activities in 2008/9</b>			
22	SW Empowerment Stronger Communities Seminar Plymouth	23 Oct 2008	<b>90</b>	Presentation of a Community Engagement Case Study to an audience of c 90 people
23	Webmaster Training Workshop	5 Dec 2008	<b>6</b>	IT Training Workshop for DTF Community Groups Website Webmasters
24	SWMCTN Conference and Workshops	28 Feb 2009	<b>120</b>	Participation in SWMCTN Annual Conference c 120 people plus DTF providing 2X workshops with CRC on Community Engagement c 2X 25 people
25	DTF Market Town Photo Competition	April 2009	<b>12</b>	Various Market Town partnerships participated by submitting photo entries in competition with Dartmouth MCTi the eventual winner
26	DTF Survey	Sept - Nov 2008	<b>28</b>	DTF survey involved at least one person from each of the 28 Market Towns that took an active part in the survey
			<b>256</b>	Total Beneficiaries for 2008/9
			<b>1,280</b>	Total Direct Beneficiaries of DTF events and Services

#### DTF External Training Sponsorship Beneficiaries

<b>Course</b>	<b>Date</b>	<b>Number Sponsored</b>
CIB Certificated Funding Advisors 4 Day Course (Chipenham)	2006	5
CIB Certificated Funding Advisors 4 Day Course (Exeter)	2006	3
CIB Certificated Funding Advisors 4 Day Course (Yeovil)	2007	2
SWCO on-site Web Training Sessions	2005 - 2007	5
Bursary for Training for Trainers Course	2007	1
Creating Excellence Improving Partnerships	March April 2008	1
Common Purpose CPD Course	2008	1
<b>Webmaster Training Workshop</b>	<b>5 Dec 2008</b>	<b>6</b>

## Devon Towns Forum Budget Report to 31<sup>st</sup> March 2009

Shows income and expenditure spend for 08/09 and effect of additional funds from MCTA applied to first quarter.

<b>Income</b>	
SWRDA Budget as of 1st April 2008	23,300
DCC Budget as of 1 <sup>st</sup> April 2008	6,000
Total budget for 08/09	<b>29,300</b>
Plus additional MCTA* income applied to 1 <sup>st</sup> Quarter only	9,602.23
Total available monies in 08/09	38,902.23

<b>Expenditure</b>	
From MCTA Monies	9,602.23 Spent
From RDA Budget	9,431.62 Under spend 13,868.38 to be carried forward to 09/10 and 2011
From DCC Budget	6,000.00 Spent
Total Spent 08/09	25,033.85
Carry Fwd to 09/10	<b>13,868.38</b>

### Details of spend covered by MCTA additional winding up allowance 1st April 08 to 30 May 08.

	Website Developm't	Member Training	Comms Office etc	Website Maint	Meetings Rm Hire	Partner Exps	Events & Workshops	Service Delivery	Extra Engagem't
<b>Spent</b> £ 9,602.23	0.00	0.00	335.16	750.0	35.60	958.15	3,727.52	3,081.0	714.8
<b>Estimated</b> £ 8,518.93	500.0	0	300.0	500.0	100.0	600.0	2,500.0	3,081.93	1,000.0

### Details of spend from RDA and DCC Budget 08/09 (using revised headings)

	Totals	Events	Additional	Comms	Web Maint	Meetings	Essential	Equipm't	Facilitation
Spent June 08 to Mar 09	15431.16	2304.60	1069.20	701.13	611.63	136.81	1320.27	44.98	9243.00
DCC & SWMCTN Budget 08/09	29,300.00	5,000.00	7,000.00	1,000.00	1,100.00	400.00	2,000.00	476.00	12,324.00

Reports and other Forum documentation can be viewed or downloaded from the Forum website at [www.devontownsforum.org.uk](http://www.devontownsforum.org.uk) or by contacting the Forum Co-ordinator on 01805 624874 or e-mail to [info@devontownsforum.org.uk](mailto:info@devontownsforum.org.uk)

## Appendix 1

# DTF Business Plan Summary 2008 - 2011

## Key Objectives

### Addressing SWRDA and DCC Output Requirements:

The Key Objectives and Outputs for this period have been designed to satisfy both the Forum's proven and proposed activities and to meet its funders' requirements.

#### 1. Key Objectives:

- 1.1 **Regional Influencing:** To provide regional influence and representation through an inclusive forum for the Market Town areas of Devon, including their hinterland. ;
- 1.2 **Links to Local Strategic Partnerships:** To facilitate engagement with District and County level Local Strategic Partnerships to offer a representative voice for advice, guidance and influence where appropriate;
- 1.3 **Sharing Good Practice:** To identify, share and promote learning and good practice by providing opportunities for the exchange of information between towns and their hinterland, to meet, share good practice and learn for future planning and development;
- 1.4 To develop the capacity of the Forum and its members to support the process of Community Engagement and all aspects of Community led Planning; primarily at the Market Town Level.
- 1.5 To provide networking opportunities through events, conferences, seminars, training workshops and meetings primarily within the county of Devon, and to act as a communication channel to other sub-regional bodies;
- 1.6 To preserve the MCTi and MCTA brand and its associated outputs such as MCTi Community Action Plans and Quality Standards.

#### 2. The DTF's Measurable Outputs for 2008 to 2011 are as follows:

- 2.1 **Quarterly:** Provision of up to 4 key events/ workshops/ seminars, or conferences per year to support best practice, networking, sharing information and expertise. Subjects will be related to the needs of the membership and partners
- 2.2 **Quarterly:** Hold not less than 4 meetings of the management board per year for the better performance of the Forum
- 2.3 **Quarterly:** Report Forum Participation in training programmes and partners activities
- 2.4 **Quarterly:** Monitor Outputs and provide Progress Reports to accompany quarterly claims to funding bodies
- 2.5 **Weekly:** Maintain database of user beneficiaries and strategic partners
- 2.6 **Weekly:** Maintain Website and information resource base
- 2.7 **Daily:** Provide Facilitation necessary to deliver the Forum's Services

**2.8 Daily:** Maintain a responsive networking resource and point of contact for all Market and Coastal Town level Community led Planning Partnerships including for individuals and organisations

**2.10 Annually:** Prepare and submit an annual report to be presented at the AGM

**2.11 Annually:** Hold an Annual General Meeting and Elections to the Offices of the DTF

**3. The Key impacts will be:**

**3.1** Increased engagement between Community led Planning Partnerships, at the Market Town level, and Local Strategic Partnerships

**3.2** Increased influence at District, County and Regional levels

**3.3** Promotion of best practice in the ongoing development of social, cultural, economic and environmental regeneration through community led planning and community engagement

**3.4** Increased skills, capacity and empowerment of members of the Forum and their community partnerships

**3.5** Preservation and integration of MCTi and MCTA brand, outputs and Community Capacity

**3.6** Greater strategic benefit arising from shared thinking and co-operative working in future models for Community led Planning

**3.7** Consistency in the provision of advice and information to communities

**4. Principles:**

**Operation of the Devon Towns Forum should accord with the following principles:**

**4.1** The DTF should be inclusive and offer its services to any group or partnership undertaking any form of Community led Planning or Engagement Activity primarily at the Market Town Level that has been approved by the forum board.

**4.2** It should continue to network, lobby, campaign, build capacity and develop best practice.

**4.3** It should support and promote links with Local Strategic Partnerships and other Agencies,

**4.4** It should provide appropriate events, training and workshops at no direct cost to its users.

It should be community led and offer good value to its funding or contributing partners

It should be capable of producing measurable outcomes, be self-monitoring and meet its objectives

**5. DTF Budget:**

**5.1** Funding for the overall DTF Work Plan will be provided by SWRDA and Devon County Council. Other funding partners may also be sought from time to time.

**5.2** Funding provided by SWRDA will be managed by the Gloucestershire Market Town Forum as the Accountable Body for SWRDA funding only.

**5.3** DCC will continue to act as the DTF's overall Accountable Body drawing down monies from GMTF for SWRDA and DCC as per quarterly claims prepared by the Facilitator and approved by the DTF board and DCC

## **6. Operating Costs and Budget:**

- 6.1 The indicative operating costs and budget will be revised annually to reflect the requirements of the 2008 – 2011 Business Plan and SWRDA and DCC's preferred areas of activity.

## **7. Contextual Relationships for the DTF:**

- 7.1.1** County Context: The DTF recognises that at both the County and District level future boundary changes will have a bearing on how the DTF works and with whom. The DTF's position is that it will support engagement with and between its Market and Coastal Town Partnership members and whatever local engagement framework exist e.g. Local Strategic Partnerships or Market Town Hubs or Boards as envisaged by Devon County Council. The DTF will also actively work with all other organisations and agencies contributing to Community led Planning where appropriate.
- 7.1.2** Regional Context: With the loss of the MCTA the regional remit for Market and Coastal Town Community led Planning and in particular the Market and Coastal Towns Initiative Programme will rest with the new Regional SW Market and Coastal towns Network of which the DTF is a part. The DTF recognise that the Network will be important in terms of maintaining a regional perspective and influence in Market Town level Community led Planning. The DTF in common with other SW MCTN fora members will seek to work co-operatively with all regional partner agencies and organisations.
- 7.1.3** National Context: The DTF is keen to promote greater inclusivity and support for communities consistent with the aims of current national government policies that encourage support for community involvement in Community led Planning, Engagement and Regeneration activity. The DTF supports the principals of modernising government through active partnership working, the development of Local Strategic Partnerships and other strategies as a means of achieving meaningful Community Engagement.

## **8. Strategic Partners:**

- 8.1 There are a large number of organisations involved in Community Led Planning and rural regeneration. The DTF will engage with and complement the work of its Strategic Partners including:

- MCTI Association (from July 2008)
- SWRDA and the Gloucestershire MTF
- SW MCTN
- SWRDA
- GOSWE
- SWRA
- SWAN
- Devon County Council
- Devon Strategic Partnership
- Community Council of Devon
- Devon Association of Parish Councils
- The Devon Consortium
- Commission for Rural Communities
- The Devon Rural Network
- The Carnegie UK Trust
- Action for Market Towns
- The County's District Local Strategic Partnerships
- Development Trusts Association
- District, Borough, Town and Parish Councils
- SW Chambers on Line and Devon Chambers of Trade (Business Link)

## **9. Proposal:**

- 9.1 The proposals set out in this Business Plan 2008 - 2011 in conjunction with the Terms of Reference or Constitution having been approved by the DTF Board at its Annual General Meeting of the 9<sup>th</sup> July 2008 will be the basis of any new Service Level Agreement in favour of the Devon Towns Forum.

## Appendix 2

### CONSTITUTION of the Devon Towns Forum

DRAFT 20/5/08

#### 1. Name and Legal Status:

- 1.1 The name of the organization shall be the *Devon Towns Forum* also referred to hereafter as the *DTF or Forum*;
- 1.2 The status of the DTF will be that of simple un-constituted voluntary organisation;
- 1.3 Without independent legal status the DTF will use the services of Devon County Council as its Accountable Body for the formal administration of its funds;
- 1.3 If the DTF Board decide to change or alter these arrangements a decision will need to be taken, following consultation with partners, as to the most appropriate legal entity, or model for the Devon Towns Forum to adopt in the light of its agreed role and remit.

#### 2. Area of Benefit:

- 2.1 The area covered by the DTF shall be the County of Devon and any other area deemed appropriate by the management board including that of its regional remit as part of the SW Market & Coastal Towns Network.

#### 3. Purpose:

- 3.1 To provide a non profit making, inclusive forum for all Market and Coastal Town Community Partnerships and their hinterland undertaking any Community led Planning primarily within the County of Devon and to act as a communication channel to regional and sub-regional bodies.

#### 4. Objectives:

- 4.1 The objectives are those set out in Key Objectives (Section1) of the DTF Business Plan 2008-2011.

#### 5. Membership:

- 5.1 Members of the DTF will be the users of its services including any individuals or organisation expressing an interest in working with the Forum. Membership is primarily intended for representatives of Market and Coastal Towns and communities generally larger than single villages, including their hinterland engaged in, or considering undertaking a recognised form of Community led Planning, Engagement or Regeneration Activity;
  - 5.1.1 DTF service users will be invited to register their community partnerships and representatives as members/ users of the Forum. Once registered the nominated representatives will be entitled to receive information and services from the DTF and to attend its meetings and events. Members, who are nominated by their community partnership as a recognised representatives of that partnership, may also be nominated for election to the DTF's management board;
- 5.2 **Membership Fees:** There are no membership fees for users of the DTF's services;
- 5.3 **Membership and Users Eligibility:** Eligibility for membership of the 'DTF' i.e. entitlement to use any of the services and activities offered by the DTF will be entirely at the discretion of the DTF's Management Board at all times;
- 5.4 **Equalities:** The DTF will seek to ensure that all sections of the community have their

views represented and that it operates openly and inclusively.

**6. The Forum Management Board:**

The DTF Management Board will be made up as follows: A number not exceeding 6 voluntary community partnership members elected to the DTF board to provide liaison and representation between local community partnerships and the Local Strategic Partnership for a particular district or other agreed geographical area;

- 6.1 A number of co-opted (non elected) representatives from the funding /contributing agencies not exceeding 40% of the Management Board at any time;
- 6.2 The required quorum for the management board will be three Community Board Members and one Statutory Representative Member;
- 6.3 Any board member of the DTF may be removed from office if they have acted improperly, not taken part in the work of the DTF or have failed to attend 4 successive board meetings without accepted cause, or in exceptional circumstances, the Chairman overrides this clause.

**7. Responsibilities of Management Board members:**

Board members are expected to attend all board meetings and to oversee and agree all DTF activities and personnel. However, responsibility for the day-to-day management of personnel will rest with the Chairman, otherwise Vice Chairman;

The Chairman and or Vice Chairman will, unless delegated, report to and consult with the funding partners for the operation and development of the forum;

To ensure all meetings, services, activities and undertakings of the forum and its staff are undertaken in accordance with the stated objectives, principles and outputs;

To be responsible for oversight of the forums budget and their disbursement, and the proper record keeping thereof as required by the DTF's Accountable Body currently Devon County Council;

To promote the interests and aims of the DTF and that of its partners, members and users at all times.

**8. Elections:**

Election to the offices of DTF board take place at the AGM and are for a term of one year with no restriction on individuals standing for re-election;

The Offices of Chairman and Vice Chairman are restricted to existing members of the DTF board that have served not less than one year as community board members;

- 8.2 Election of the Chairman and vice Chairman will be by vote of existing board members preceding the election of Community Board Members at the AGM each year;

Election of Community Representatives to the DTF board will be by majority vote of eligible members present i.e. recognised users of the DTF at the Annual General Meeting, or Extra Ordinary Meeting if quorate, or by means of postal or electronic voting as may be agreed in advance.

**9. Meetings:**

- 9.1 There will be 4 meetings of the DTF Management Board per annum including an Annual General Meeting;
- 9.2 In addition to the above extra ordinary meeting/s may be called as required;

9.3 There will also be up to four events, conferences or training workshops per annum. It will be within the discretion of the Management Board to incorporate any of the above meetings with the events to meet the exigencies of the forum.

**10. Communications:**

10.1 DTF Minutes and Agenda will be circulated electronically or as appropriate to Board Members and Contributing Partners;

10.2 DTF agendas, minutes, reports and other documentation will be posted on the DTF website in addition to information that is sent to members electronically to inform of the partnerships of events, services and news;

10.3 All telephone and e-mail communications relating to the operation of the Forum will be undertaken by the Facilitator as authorised by the Forum Chairman;

10.4 A Forum Website will be maintained by the forums Facilitator as an additionally sub-contracted activity;

10.5 All external communications and statements must be approved by the Chairman, Vice Chairman, Board, or delegated person e.g. the DTF Facilitator;

**11. Board Members Expenses:**

11.1 A mileage allowance be available to Board Members for attendance at up to 4 Management Board Meetings plus any EGM's;

11.2 A mileage allowance may also be applied to any other official journey undertaken by the Forums agent, or board member with the prior agreement of the Chairman, Vice Chairman, Management Board, or Facilitator when delegated so to do;

11.3 Re-imbusement for attendance at DTF 'events' unless specifically approved will be the responsibility of the individual attending and will not normally be met by the DTF;

11.4 The Management Board reserves the right to consider making a 'discretionary allowance' in exceptional circumstances and to help meet particular needs;

11.5 Board members with Area Representative or Portfolio Holder responsibilities may have access to a small budget to support certain local inter-partnership, engagement and representation activity between partnerships and Local Strategic Partnerships. This is intended to meet the additional cost of travel, meetings, and related expenses where no other source of funding is available for that purpose and where such activity and expenditure has been specifically agreed in advance with the Facilitator acting on Behalf of the Chairman and shall be entirely at the discretion of the Chairman.

**12 Secretariat Personnel:**

12.1 The DTF will contract the services of a part time, self employed, facilitator at a rate commensurate with the requirements of the specified services as may be agreed from time to time. This is currently equivalent to SO2 F Grade SP 34 at 15 hours per week;

12.2 To achieve maximum value of the working hours available the Facilitator will provide remote (home) working on a flexible basis applied to meet demand at peak times, attendance at meetings and other specified activities.

**13. Location of Meetings:**

13.1 The venue for meetings will be decided by the Management Board to meet the needs of the Forum, but is initially likely to continue the now established practice of meeting at County Hall in Exeter.

**14. Changes to Constitution:**

- 14.1 Changes to the Constitution may be made by majority vote of eligible members at the AGM or an Extraordinary General Meeting (EGM) called to consider any proposal to amend this Constitution;
- 14.2 Any proposal to amend this Constitution must be made in writing to the Chairman C/o the Facilitator not less than twenty-eight days before the date of the AGM or EGM, at which the amendment is to be considered;
- 14.3 Any amendment will require the approval of a quorum of Forum members present at the meeting and the Chairman who shall have a casting vote.

**15. Dissolution**

- 15.1 Dissolution of the Devon Towns Forum must be approved by the full Management Board.

**End.**

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Dedicated to the Memory of Cllr. Des Shadrick  
a good friend and supporter

If you would like to know more about the Devon Towns Forum or have any comments or suggestions please send them marked for the attention of the Chairman to:

The Devon Towns Forum, PO Box 25, Torrington, Devon. EX38 7JW. Tel: 01805 624874 or  
e-mail [info@devontownsforum.org.uk](mailto:info@devontownsforum.org.uk)

visit [www.devontownsforum.org.uk](http://www.devontownsforum.org.uk) for event information, news and special offers