



Market and Coastal
Towns Association



Devon Towns Forum Annual Report 2007

Annual General Meeting 3rd July 2007

Agenda

- 7.00** Welcome from Tom Langdon Davies Chairman of the Devon Towns Forum followed by
- Chairman's Report
 - James Hassett CEO the Market & Coastal Towns Association
- 7.30** Nominations and Elections to the Management Board of the DTF
- Election of Area Representative Board Members
 - Election of Chairman and Vice Chairman
 - Any other Business
- 8.0** Reception Buffet and a chance to meet and speak with colleagues.
- 9.30 – 10.00pm** Close



Stephen Wright MBE of the South West Acre Network addresses the Devon Towns Forum 'Community Engagement in Practice Seminar' on the 14th June 2007

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Chairman's Report:



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. I am especially pleased this evening to welcome colleagues from our sister Market Town Fora from around the South West Region who have joined us to share experiences of the work we do.

A warm welcome also, to James Hassett, Chief Executive of the Market and Coastal Towns Association with whom, along with Andrew Lightfoot from Devon County Council and our other partners, we continue to work closely and productively.

In terms of productivity, I am pleased to report the Devon Towns Forum has exceeded all of its output targets and has obstinately remained within budget. A glance at the forums activities since last years AGM, I think, speaks for itself.

In fact; this has been a year in which we have managed to combine not only the delivery of our traditional services, but have also supported partners engaged in various Community Led Planning and Engagement initiatives. This has included the MCTA and South West Acre Networks 'Community Led Planning Group' who are working on Regional Protocols and Quality Standards in Community led Planning and Forum support for a programme of Action Research for the Carnegie UK Trust.

The recent Local Government White Paper with its emphasis on Stronger and Engaged Communities makes clear the need to ensure Community Led Planning and the Capacity it has engendered is valued and realises its full potential.

Over the past year the Forum has welcomed several new partnerships, including Newton Abbot and Axminster MCTi's, while continuing to offer service and support to all partnerships, both old and new, working at the Market Town level across the County.

The past year has seen the Forum provided no less than seven major events including: 'Two Community Planning Workshops', a 'Community Engagement Seminar', 'a Funding Master Class workshop', a 'South West Chambers On Line Webmaster Refresher Workshop' and a 'Better Newsletters Workshop', plus the very successful 'Making a Difference' Gala Event in December at which we were honoured to have a host of excellent presentations; including one from Sam Smith of BBC Televisions Inside Out current affairs programme.

The Forum has also been active in support of its partners and members by attending routine meetings and dealing with some of the less glamorous, but essential aspects of the work we do in support of our communities and the work of our partner agencies.

It is fitting therefore that this evening we have amongst us colleagues from other Fora from whom we can learn and share experiences and consider how to better demonstrate the value of our work and how perhaps how we might collectively market what we have to offer.

Finally, I would like to thank our Board Members and facilitator for their sterling effort throughout the year and acknowledge the continued support and resources of the MCTA and Devon County Council provided to the Forum; thank you.

Tom Langdon Davies

Chairman Devon Towns Forum

A Summary of Devon Towns Forum Activities in Current Year:

Events and Workshops since last years AGM:

1. Webmaster Refresher Workshop 6 Oct 06
2. Funding Master Class No.1 on 4 Oct 06
3. Funding master Class No.2 on 4 Dec 06
4. Making a Difference Gala Event 12 Dec 06
5. Community Engagement Workshop 1. on 12 March 07
6. Community Engagement Workshop 2. on 3 April 07
7. County-wide 'Community Engagement in Practice Seminar' 14 June 07

Other DTF Activities:

- Four DTF Board meetings 3 Oct 06, 16 Jan 07, 29 May 07, 3 July 07 AGM,
- Support for Teignmouth Additional Partnership Meeting 15 March 07
- Support for Bridges Event Torridge & North Devon Oct 19 06
- Participation at the Facilitation for Real Course 20 March 07
- Participation in Torridge District Council Scrutiny Committee 23 March 07
- Sponsorship for 4 individuals to take part in CIB four-day training programmes each becoming a qualified 'Funding Advisor' for the benefit of their Community and members
- Bursary for Training for Trainers Course March 07
- Providing support and funding for a series of workshops facilitated by Jeff Bishop of BDOR leading Community Planning consultants aimed at supporting important Action Research for the Carnegie UK Trust on the theme of engaging rural communities in ongoing Community Planning
- Working in partnership with the South West Acre Network (SWAN) and the MCTA on Community led Plans Steering Group developing regional models for community led planning
- Maintenance and enlargement of the DTF Website and photo archive
- Publication of 4 X E- Issues of *Forum News* reporting local and regional events and meetings.
- Sponsored 3 SWCO Website and Training Packages for Kingsbridge & Salcombe, Dartmouth, and Teignmouth, adding to Okehampton, Honiton and Lynton who also use Forum supported South West Chambers websites,
- 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 using the Additional Partnership Working Budget to provide support for the North Devon and Torridge Bridges Event and a year of partnership work in West Devon with similar work scheduled for Mid Devon and Southern Devon.

DTF Steering and Action Group Membership:

- SWAN/MCTA Community Led Plans Steering Group
- Community Plans Database Project Steering Group
- DTF Chair sits on Management Board of MCTA
- Network members of the Devon Strategic Partnership (DSP) plus Sustainable Communities SG
- Members of the Devon Economic Partnership (DEP)
- Partners in Common Ground and the Neighbourhood Action Support Network organised by Devon County Council DSP to address issues of inclusion and deprivation.
- Partners in Devon Heartlands Carnegie Rural Action Research Project.
- Members of Devon Rural Network inc VCS Action Group and Consultation Response Action Groups
- Participation in SW Housing Appraisal Group (DCC)
- Devon Renaissance Project Appraisals
- Devon Renaissance Community Boost Fund Management Board

Work already planned and Budgeted:

- Six Workshops are planned for autumn 2007 to support the work of the County Community Led Plans Database Project to introduce the project to LSP's, Community Partnership Representatives and disseminate the benefits to others.
- Plan Autumn event to visit example of successful asset transfer to community ownership
- Plan December Gala Event
- Develop Sustainable Funding Strategy and Strategic Profile
- Develop links with Regional Partners and other Fora
- Continue Support for implementation and maintenance of CP Database
- Contribute to Carnegie UK Trust Action Research
- Use Carnegie/ BDOR to disseminate work on Community Engagement to others.
- Continue Training Workshops
- Support development of SWCO Website network
- Continue Bursaries for external training workshops
- Plan future events and workshops and maintain core activity.



Left to Right: Paul Delahoy Facilitator Devon Towns Forum, Chairman Tom Langdon Davies, Sam Smith of BBC TV's Popular Inside Out Series, James Hassett CEO of the MCTA and Philip Collins from Natural England at the 'Making a Difference' Gala Evening in December 2006 attended by over eighty members of Community Groups Councillors and supporting agencies.



Devon Towns Forum members at last years Annual General Meeting and evening reception with Guest of Honour Chairman of Devon County Council Cllr. Des Shadrack and MCTA CEO James Hassett who both gave encouragement and thanks for all the hard work of the DTF membership and Board



One of two Funding Master Classes sponsored by the DTF. These events provided Devon Renaissance with an opportunity to present information about their funding streams and priorities to a mixed audience of Community Partnership members, officers and elected representatives. The Devon Rural Network also presented their Rural Strategy stressing the shared context of Rural Strategy and Renaissance delivery

Nominations & Elections:

The Following Nominations have been received for election to the Offices of the Devon Towns Forum for a Period of one year.

Eastern Area Representative	Nomination: Cllr. Vernon Whitlock, standing for re-election
Southern Area Representative	Nomination: Bill Ridley, standing for re-election
Western Area Representative	Cllr Christine, Marsh <u>not</u> standing for re-election
Northern Area Representative	Nomination: Received from Christopher Kirwin standing for election
	Nomination: Jane Mills Standing for re-election

There are also two Statutory Partner Board Members they are:

Andrew Lightfoot	Board Member representing Devon County Council
Caroline Walker	Board Member representing the Market and Coastal Towns Association

Following the election of Board Members those elected may then elect a Chairman and Vice Chairman from within the new or previous Management Board Membership

Chairman	Nomination: Tom Langdon Davies, standing for re-election
Vice Chairman	Nomination: Bob Buxton, Standing for re-election

General Information:

Nominations have been sought from recognised representatives of Devon's Community Partnerships who wish to stand for election to the Board of the Devon Towns Forum.

Nominees must be the recognised representative of a Community Partnership, not necessarily its Chairman, be actively engaged in Community Planning and be aware and supportive of the aims and purposes of the Devon Towns Forum.

All Nominations to be received by 5.00pm Friday 29 June 2007. A brief personal profile must be available or given in person at the AGM.

Elections will be by simple majority vote by show of hands at the Annual General Meeting. Each nomination will require a proposer, seconder and majority vote. Elections to the Management Board will be followed by election of Chairman and Vice Chairman by a majority vote of the newly elected members of the management board. Offices are for a term of one year; existing members are able to stand for re-election.

Area Representation is as follows:

Northern Area Partnerships: Torrington, Holsworthy, Lynton, Ilfracombe, Barnstaple, South Molton, Bideford, Westward Ho!

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

Eastern Area Partnerships: Crediton, Tiverton, Cullompton, Honiton, Seaton, Sidmouth, Axminster, Exmouth

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

Board members are expected to attend up to four Management Board meetings a year to oversee the operation of the Forum (travel expenses payable) and to support the flow of information between their local area partnerships and to promote the Forum.

See candidate profiles on next page:

Candidate Profiles

Bill Ridley: Standing for re-election as the **Southern Area Representative** on the DTF Board

Currently Chairman of the Teignmouth Regeneration Project (MCTi) now Teignmouth Community Development Trust. Current member of the Devon Towns Forum Board for the Southern Area. A former Town Councillor and Head Teacher with close involvement in many local community groups including the East Cliff Community Association and for seven years as Chairman of Rise South-West, a Charity for the profoundly disabled. A background in community development, involvement with the District Council, a former member of the Friends of Teignmouth Jazz Festival and Secretary of Exeter West Rotary Club. Has supported and attended meetings of the Devon Towns Forum regularly since 2002.

Bob Buxton: Standing for re-election as Vice Chairman on the DTF Board

Bob is currently 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 has recently been voted Honiton Citizen of the Year 2007. Bob has been a regular attendee at DTF meetings and regularly attended 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.

Tom Langdon Davies: Standing for re-election as Chairman of the DTF Board

Tom Langdon-Davies is currently chairman of the Devon Towns Forum, vice chairman of the Market and Coastal Towns Association, and was the chairman of the Devon Rural Renaissance Action Group leading up to the successful bid to enable the Devon non objective two areas to get funding and join up with Devon Renaissance after their highly successful first year. Tom has twenty years commercial experience at Director and Chairman Level in the food industry where he created an internationally recognised brand and has worked in the oil industry overseas. He has coached on a cutting edge international leadership development course and is a 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. In his spare time Tom has worked with the Samaritans.

Cllr. Vernon Whitlock: Standing for re-election as the Eastern Area Representative on the DTF Board

Vernon is currently Chairman of Honiton Town Council, Town Mayor and a member of the Honiton Development Trust. Vernon was also the Vice Chairman of Honiton MCTi producing its Strategic Plan in 2006. Vernon remains involved and in particular with a leading project to build a Community Complex for Honiton. Vernon also works as a Learning and Development officer with Devon County Council and joined the Board of the Devon Towns Forum in July 2006. Vernon is committed to supporting the work of the Forum and feels that it plays a key role in providing Community Partnerships with the essential contacts and training necessary to assist them in their work. Vernon believes that the training, networking and sharing of expertise facilitated by Forum has greatly benefited many communities.

Jane Mills: Standing for re-election as the Northern Area Representative on the DTF Board

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 regularly attended all forum board meetings and 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.

Christopher Kirwin: Standing for election as the Western Area Representative on the DTF Board

Christopher has been involved with the Tavistock MCTI almost from the outset and has been the Chairman of TAVI MCTi, now know 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, another MCTA member and has been a frequent attendee at Devon Towns Forum events and meetings.

Some General information about the Devon Towns Forum

The Devon Towns Forum exists to provide all Community Partnerships working within the County of Devon with a range of free, complimentary, support and networking services.

These include opportunities to share experiences, promote good practice and foster joined-up working, and are actively supported by the Market and Coastal Towns Association and Devon County Council.

The Devon Towns Forum also provides regular free specialist Training Courses and free access to Seminars and Conferences designed to help communities develop and offer opportunities to engage directly with experts and the supporting agencies. Our Key Objectives are:

- To provide *free* supportive events such as Training, Seminars and Conferences, which offer unique opportunities to engage with key issues, meet the experts and the supporting agencies and help to promote successful Community Partnerships;
- To provide an inclusive forum for towns and their hinterland undertaking community planning exercises within the county of Devon and act as a communication channel to regional and sub-regional bodies;
- To provide opportunities for the exchange of information between towns and their hinterland, to meet, share good practice and learn for future planning and development;
- To support co-ordinated, or joint approaches to projects and project funding wherever there is an appropriate opportunity to achieve an economic, or strategic advantage.
- To offer a representative voice for advice, guidance and sign posting where appropriate;
- To identify issues common to communities undertaking community planning exercises to
- share and promote learning and where appropriate, facilitate a framework for influencing and lobbying at a county or sub-county level;
- To develop the capacity of the Forum and its members to support the process of regeneration.



Left: Previous recipients of a Devon Towns Forum award of a free South West Chambers On Line website and Training Package worth over £500. Aimed at boosting a partnerships communications skills base and to provide an excellent communications and marketing tool, the award of websites and the excellent training offered by South west Chambers on line has helped a growing number of member partnerships across the County

Membership of the Devon Towns Forum is **free** to groups, or individuals representing Community Partnerships involved in Community Planning. We also warmly welcome local authority and agency officers, members and elected representatives who are interested in Community Planning and who wish to be kept informed.

If you would like to know more, and be added to the Forum's contact list for future news and events please contact the Forum Facilitator at the address below, or visit our website.

The Devon Towns Forum PO BOX 25 Torrington EX38 7WY
E-mail: info@devontownsforum.org.uk
Tel: 01805 624874
www.devontownsforum.org.uk

Annual Budget Report

The following table describes the areas of resourcing that form the basis of a service level Agreement offered by the MCTA and Devon County Council in favour of the Devon Towns Forum and the amount of spend for the period 1st April 2006 to 31st March 2007 itemised against each.

Budget Heading	Budget 36.950	Spend 2006/7
1. Website development and set-up costs and equipm't	500.00	574.10
2. Members and Board Training	500.00	352.50
3. Communications: Telephone, Postage, Office Sundries	1,200.00	1,155.47
4. Website maintenance	1,000.00	1176.46
5. Meeting expenses (Room Hire)	500.00	112.74
6. Essential Permitted Expenses	4,358.00	2,244.33
7. Events/ Workshops X 4 p.a.	19,200.00	12,004.09
8. Facilitator/ Service Delivery	9,692.00	10,776.96
Sub Totals	36,950.00	28,396.65
9. Additional Partnership Working Carried Forward from 2005/6	5,725.00	1,738.02
Total Available Budget	42,675.00	<u>30,134.67</u>
Available C/F to 2007/8	12,540.33	

Budget Summary for year April 2006-- to – March 2007

Total Budget for Period **£ 36,950.00**
Plus approved MCTA C/F **£ 5,725.00**

Total for Budget for Period £ 42,675.00

Total Spend for Period £ 30,134.67

Under spend for Period **£ 12,540.33**

Committed **£ 5,000.00**

N.B. Underspend is made up of £3,986.98 from Additional Partnership C/F from 2005/6 and £ 8,553.35 underspend from General Budget of which c £ 5,000 is Committed.

Devon County Council is the Accountable Body for the Devon Towns Forum

Comments Questions and Feedback Sheet

The Devon Towns Forum welcomes any Comments, Questions or Feedback you may have.

Please tear out and post this sheet with your comments to me
C/o The Devon Towns Forum at the address below, or e-mail the Forum at
info@devontownsforum.org.uk and we will try to answer your enquiry promptly.

Send to: Tom Langdon Davies Chairman C/o
The Devon Towns Forum PO Box 25 Torrington EX38 7WY



With Best Wishes

Tom Langdon Davies
Chairman Devon Towns Forum

Please write your enquiry etc here: