

CRYSTAL PALACE TOWN TEAM INITIATIVE

STRATEGY AND GOVERNANCE PAPER

1. STRATEGY

MISSION – Why are we here?

To provide a collective voice for Crystal Place.

VISION – What do we want to achieve?

A Town Team would promote and improve the economic, social and environmental well-being of the neighbourhood area of Crystal Palace and Upper Norwood.

VALUES – How should we work together?

- Inclusive
- Engaging
- Curious
- Collaborative
- Delivering

GOALS – How will we get there?

- i. **Initiation Phase:** Gather views from local stakeholders on the value of establishing a constituted Engagement Team, identify resources and support short-term goals that push forward our vision (Phase 1 – completed Summer 2020)
- ii. **Engagement Phase:** The Engagement Team to secure resources to carry out a neighbourhood discussion and consultation process to understand what businesses, residents, community groups, local authorities and others would like to see help improve Crystal Palace (Phase 2 –

current, to take place over 6 months)

- iii. **Delivery Phase:** From the previous engagement process a Delivery Plan will be agreed. To enact the Plan a Town Team will be appointed and resources identified for delivery. The new Town Team will be able to call on a wider cross section of the community due to the engagement and consultation work carried out in Phase 2. (Phase 3 – once Phase 2 is completed).

2. GOVERNANCE FOR PHASE 2

Virtual Open Public Meeting – Saturday 4 July

A physical Public Meeting wasn't possible at this stage in the process due to public health restrictions, and even then older people who might not be reached digitally are still less likely to attend as they're in a higher risk group. Therefore a Virtual Public Meeting was held on Saturday 4 July to talk about the initiative, inviting all groups, residents, businesses to feedback on mission, goals and structure. The meeting had a vote to approve the setting up of the Crystal Palace Town Team Unincorporated Voluntary Organisation (UVO). The meeting voted 99% in favour of a Town Team and voting was also opened up to local traders and 98% of those who voted were also in favour.

A Crystal Palace Town Team 'landing page' was created and launched in June 2020 explaining the purpose of the initiative, phases and the Virtual Public Meeting. Three questions were posed; i) feedback on the Town Team initiative, ii) asking for their top 3 improvements, and iii) asking if they'd like to play an active part. This page was promoted via everyone's networks.

Engagement Team

The Engagement Team that will lead the Phase 2 Engagement process will be set up as an UVO. The UVO can get a bank account and receive/apply for initial funds to deliver the consultation.

NOTE that for the Phase 3 Delivery process it is likely that a new constituted organisation will be established e.g. a Community Interest Company (CIC) and a Town Team appointed based on the needs of the Delivery Plan.

Who is the Engagement Team?

Following the We Love SE25 model, the Engagement Team has five stakeholder groups:

- Politicians group – already in motion between cross-borough Councillors and MPs
- Community organisations, charities and educational institutions
- Businesses
- Faith groups – linking in with the local Inter Faith Network
- Local residents’ groups / residents / campaigners

This constitution will come into effect after elections are held for officers of the Crystal Palace Town Team in Phase 3

UNINCORPORATED VOLUNTARY CONSTITUTION

1. Name – Crystal Palace Town Team

2. Purpose of the group

The purpose of the group is to promote and improve the social, economic and environmental well-being of the neighbourhood area of Crystal Palace and Upper Norwood.

The group will provide an umbrella community, business and

residents organisation and support joined up engagement with the multiple Authorities that meet in the area.

We are interested in asking the question “What is best for the people of Crystal Palace?” In Crystal Palace we believe we can create change through the activity of individuals, community, business, councils and others working together.

3. Aims: The aims of the group shall be to;

- i. To carry out a neighbourhood engagement process to understand what businesses, residents, community groups, neighbourhood Authorities and others would like to see help improve Crystal Palace.
- ii. The Group will establish priorities for a Delivery Plan to be agreed through community discussion and consultation

4. Powers

In order to achieve its aims the Group may;

- a. Raise money.
- b. Open bank accounts with a minimum of 2 signatories.
- c. Take out insurance.
- d. Employ staff.
- e. Organise events and activities.
- f. Work with other groups and exchange information
- g. Do anything that is lawful which will help it fulfil its aims.

5. Membership

(a) Membership of the Group shall be open to any person over 18 or any organisation living or located in the Crystal Palace and Upper Norwood area who is interested in helping the Group to achieve its aims, willing to abide by the purpose and aims of the Group.

The Group will undertake reviews of their purpose, aims and the constituted entity responsible for enacting the Delivery Plan.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

6. Management Committee

(a) The Group shall be administered by a Committee known as the Engagement Team of representative members elected at the _____.

(b) The Officers of the Committee shall be: the Chairperson and two Vice Chairs.

(c) The following additional Officer Roles will be appointed by the Committee; A Honorary Treasurer, Secretary, Legal Advisor, Planning Advisor (the Engagement Team may also agree to appoint further additional Officer Roles if required).

- (d) The Committee shall meet at least 6 times a year.
- (e) The quorum for the Committee shall be 2/3 of members.
- (f) Group decisions will be by members voting at Committee meetings and shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (g) The Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- (h) The Committee may appoint another member of the Group to fill a vacancy.

7. Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to
- act as spokesperson for the Group when necessary

(b) The duties of the two Vice Chair are to:

- chair meetings of the Committee and the Group in the absence of or agreement of the Chair
- represent the Group at functions/meetings that the Group has been invited to

- act as spokesperson for the Group when necessary

(c) The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group

(d) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group.

8. Finance

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

(d) All assets held by this Group will be managed by the Treasurer or nominated official.

9. Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of October.

(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be ___ members.

(c) The business of the A.G.M. shall include:

(i) receiving a report from the Chairperson on the Group's activities over the year

(ii) receiving a report from the Treasurer on the finances of the Group

(iii) electing a new Management Committee and

(iv) considering any other matter as may be decided.

10. Special General Meeting

A Special General Meeting may be called by the Committee to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

12. Dissolution

The Group may be wound up at any time if agreed by two-thirds

of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar purpose and aims.

This constitution was adopted at a general meeting of the Group on

[date]

Signed by: