

Cittaslow

Terms of Reference

The Terms of Reference for the Cittaslow Committee outlines the responsibilities of the committee in promoting sustainable living and upholding the principles of the Cittaslow International Charter.

The aim is to encourage the culture of good living through active citizenship to improve the quality of life in the town.

Key aspects of the Cittaslow Committee

Purpose

To promote sustainability, preserve local traditions, support inclusive community life, and champion Aylsham's unique identity.

Aims

To promote citizenship actions in local communities – to encompass culture, environmental protection along with social and economic sustainability and local heritage.

Functions

To develop projects, organise events and support local organisations.

Membership

Membership will be open to all community organisations within the locality. Each member of the committee is to be nominated by the relevant organisation. No political organisations may be represented on the committee.

The Town Council will be represented on the Committee and the Committee chaired by a Town Councillor.

Responsibility of Committee members

Members must work in the best interest of the community.

Chairperson

The Committee to elect a Chair annually, which should be a Town Councillor.

Substitute at meetings

A Committee member may appoint another representative from their organisation as a substitute to attend a meeting.

Administration

Cittaslow Committee meetings to have a written agenda and notice given to members three clear days in advance. Cittaslow core values should be reinforced in each meeting with a focus on local food, heritage, tourism and local businesses.

Conduct of meetings

The Committee will usually meet once a month. The Committee does not usually meet in December. The Chair may request additional meetings as appropriate.

Public access to meetings:

All Committee meetings to be held in public. Any confidential items on the agenda to be recorded as such.

Quorum

No Committee decisions to be made unless one third of members are present.

Voting

Decisions of the Committee to be made by a majority vote.

Minutes

Committee minutes to be taken by the Town Clerk or appointed representative. Draft copies to be emailed to all members and presented to the monthly Town Council meeting. Minutes will be agreed by the committee at the next meeting and made publicly available on the Aylsham Town Council website.

Code of Conduct

All members to conduct themselves in accordance with the seven principles of public life as set out by the Nolan Committee*.

Finance

The Committee will have the authority to spend any designated budget, or grant which has been awarded specifically for Cittaslow.

Sub-committees/working parties

The Aylsham Cittaslow Committee will be permitted to appoint a sub-committee or working party as deemed appropriate. Minutes from a sub-committee or working party to be discussed at the next Cittaslow Committee meeting.

Cittaslow International

The Committee to fully support and adhere to the Charter of the International Organisation and to work with other Cittaslow groups whenever possible. Representatives and delegates to be agreed by the committee prior to any meeting online or in person.

* The Nolan Principles, also known as the Seven Principles of Public Life, are a set of ethical guidelines for public office-holders in the UK. They were first introduced by Lord Nolan in 1995 and have since become a standard for public service delivery. The principles are as follows:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders should avoid any financial or other material benefits for themselves, their family, or friends.

Objectivity: Holders should act and take decisions impartially, fairly, and on merit.

Accountability: Holders are accountable to the public for their decisions and actions.

Openness: Holders should act and take decisions in an open and transparent manner.

Honesty: Holders should be truthful.

Leadership: Holders should exhibit these principles in their own behaviour and actively promote them.