

Porthtowan Beach Management Group

Terms of reference

Introduction

These Terms of Reference (ToRs) are intended to support the Porthtowan Beach Management Group to achieve its aims and objectives.

Aims and Objectives

The Group consists of representatives from community stakeholder groups and residents operating/living in Porthtowan. Each group has its own ToRs and independent work streams. The Beach Management Group was established to bring the various groups together, bi-monthly, to help deliver a coordinated plan of work.

The Porthtowan Beach Management Group has the following aims and objectives:

1. Support community stakeholder groups in Porthtowan to deliver projects which enhance and improve the environmental, economic and social wellbeing of Porthtowan
2. To support the delivery of a coordinated plan for the sustainable re-establishment the dunes as an environmental asset
3. To support the promotion of sustainable tourism in Porthtowan for the benefit of the local economy.
4. To work towards retaining the Blue Flag award; recognising its importance for underpinning sustainable tourism and the local environment.
5. To support a policy of Access for All for Porthtowan
6. To oversee the allocation of external grant funding (secured by the group) to support of the delivery of these aims and objectives.

Principles

Mutual Respect - The group will work on a principle of mutual respect between members and behave accordingly, both during and out of meetings. It is recognised that each group may have different focus, but all are working towards a better Porthtowan, and that requires an approach of mutual respect and tolerance.

Transparency – The group will be transparent in its decision making process and accounts.

Democracy- The group will always strive to achieve a democratic approach to decision making. However, all decisions will automatically need to be signed off by Cornwall Council (where it relates to activity on its land).

Membership

The representatives are from the following stakeholder groups:

1. Cornwall Council
2. St Agnes Parish Council
3. Porthtowan Beach Association
4. Porthtowan Dunes Community Group
5. Porthtowan Surf Life Saving Club
6. Residents
7. Village Hall Committee

Each group can bring two representatives to the meeting

Note: Other stakeholder groups may be invited to attend as and when necessary

Meetings

Meetings will be chaired by the Cornwall Councillor for Porthtowan. Cornwall Council will also provide secretariat functions for the meetings, including producing minutes, agendas, room bookings, etc.

Meetings will be held every 2 months.

Agenda Items

Requests for agenda items will be put forward no later than 2 working weeks prior to the next meeting. Members can submit specific items for discussion with the agenda being published no later than 5 working days before the meeting.

Members can also raise items under Any Other Business

Decision Making

The group will always strive to reach consensus of opinion on any items raised when agreeing a course of action.

If any member is planning to undertake work on the Council owned land, this must first be raised with the group and agreed by the group.

In the event of lack of agreement, Cornwall Council shall, as the landowner, have final say over what course of action is to be taken.

All group members are to respect the views of other group members and also to uphold the aims of the broader group. This applies both in and out of group meetings.

Minutes

Draft Minutes of the meeting will be produced within 2 working weeks of the meeting and approved/amended at the following meeting.

Insurance

Any action being undertaken by member group must be covered by their own public liability insurance (£10million minimum).

Finance

The group will need to set up its own bank account for the transfer and management of external grant funding, or, if agreed, the Parish Council may act as holder of funds for the group.

Cornwall Council will act as Accountable Body for and Government grants in terms of audit and ensuring the money is spent in accordance with the grant application. The Government may request Cornwall Council to audit expenditure against grant funds where necessary.

Dissolution

At such time the members feel the group has achieved its objectives, or can no longer achieve its objectives, by consensus, the group can be disbanded. Any remaining external funds will revert back to Cornwall council (as Accountable Body) or Parish Council for the furtherance of projects broadly similar with the objectives of the group.