



Constitution of SeaTorbay

A coastal management partnership for Torbay

1. Vision

A sustainable marine environment and economy for Tor Bay.

In order to deliver the vision we will:

- Inform, educate and advise on coastal issues
- Improve communication with and involvement of local people.
- Help to reconcile conflicts
- Provide advice based on the knowledge of a wide range of coastal stakeholders.
- Provide a focal point for coordinating action
- Enable more informed decision-making
- Support marine based industries and tourism
- Work with the English Riviera Geopark Organisation to promote cooperation and integration.
- Help improve the marine environment
- Provide a voice for Torbay on local, regional and national marine and coastal issues.

2. Frequency of Meetings

The steering group will meet up quarterly and the wider forum annually. Working groups will determine their own structures and meeting schedules.

3. Membership

- i) Membership of the Forum is open to organisations and individuals that support the vision of Sea Torbay.
- ii) Voting rights shall be held by all registered member organisations that have completed their application forms, each registered member organisation having one vote. The organisation is responsible for determining who has that vote.
- iii) Decisions will preferably be taken by consensus, or by voting by a show of hands, secret ballot or a postal vote as is deemed most appropriate and inclusive.
- iv) Voting to elect representatives on other bodies shall take place at any meeting, with positions lasting until re-election at each AGM.
- v) The Forum may co-opt individuals as full voting members if it so decides.

4. Annual General Meeting

- i) Six weeks written notice shall be given to all members of the intention to hold an AGM.
- ii) The business of the AGM shall be:-
 - a. to receive and adopt the annual report of the officers,
 - b. to receive and adopt the accounts,

- c. to elect officers as deemed appropriate,
- d. to discuss and vote on any other motions of which 10 working days prior notice has been given in writing.

iii) Ten per cent of the registered membership or 5 registered members, whichever is the greatest, shall constitute a quorum for the AGM or other General Meetings.

5. Officers

i) The SeaTorbay officers will consist of a Chair, Secretary and Treasurer. These are jobs and not positions of authority.

ii) The main role of the Chair is to chair steering group meetings (4 a year) and full partnership meetings (2 a year).

iii) The Secretary is responsible for recording and distributing information from the Steering group and partnership meetings

iv) The Treasurer is responsible for maintaining an overview of SeaTorbay's financial matters, ensuring that proper financial records and procedures are maintained.

ii) All posts will be elected at the next AGM, or at an EGM and will remain in post for one year, with the possibility of remaining in post for a further year, but new nominees will be sought. The widest range of nominations is encouraged to maximise a sense of ownership amongst the membership.

6. Extraordinary General Meetings

i) Extraordinary general meetings can be called by 5 or more registered members or by the Steering Group, on giving at least one calendar month's written notice to all other registered members, specifying date, time, location, agenda and motions for the meeting; each registered member signing the notice with their names, which shall also be printed at the bottom of the notice.

7. Operational Boundaries

i) SeaTorbay will operate within Torbay, but will develop and maintain links with neighbouring district, county, regional, national and international initiatives.

8. Financial Matters

i) All monies raised by SeaTorbay shall be applied to further the objectives of the forum and for no other purpose.

ii) The Treasurer shall keep proper account of the finances and shall open and maintain a bank account in the name of SeaTorbay.

iii) Any withdrawals from the account will require the signature of 2 out of 3 designated elected officers.

iv) The accounts for the financial year shall be inspected by a qualified person, appointed at the AGM or an EGM, who is not an elected officer.

9. Constitution

This definitive constitution can only be changed by a motion at the AGM or an EGM, which is supported by consensus or at least the agreement of two thirds of the meeting.

10. Winding Up

- i) Sea Torbay shall be wound up by a vote at the AGM or an EGM.
- ii) Any monies held shall be paid to a marine charity chosen at the same meeting.

11. SeaTorbay Steering Group

A SeaTorbay steering group shall be established in order to:

- i) Spearhead the work of the Forum
- ii) Plan the meetings of the Forum and prepare discussion documents
- iv) Take operational decisions in accordance with a delegation scheme as previously agreed by the Forum

The membership of the steering group shall be selected at the AGM, shall include the elected officers, and should cover the following subject areas:

- Chair
- Torbay Council
- Harbour Authority
- Natural England
- Marine Management Organisation
- Devon & Severn Inshore Fisheries and Conservation Authority
- English Riviera Tourism Company
- Environment Agency
- Devon Maritime Forum
- 2 x reps from Infrastructure
- 2 x reps from Fishing
- 2 x reps from Leisure and Tourism
- 2x reps from Conservation
- 2 x reps from Community Engagement and Education

12. SeaTorbay Working Groups

- i) Working groups shall be established and are open to anyone with an interest or knowledge in coastal and maritime matters. They exist to bring together groups of people in specific subject areas, to discuss matters of detail and action related to that working group. A balance of interests will be maintained.
- ii) Working groups will meet up when they see necessary and when appropriate issues require discussion
- iii) Working groups may be constituted and dissolved by agreement of SeaTorbay steering group, in order to provide detailed or specialist advice on any topic concerning its business.
- iv) Each working group will have their own chairperson and secretary and should ensure minutes and actions are reported to the steering group secretary and SeaTorbay Chair.
- v) Two representatives from the working groups will sit on the Steering Group – the representatives will be voted in by that particular working group and should include the chairperson of that group.

The working groups will follow this structure:

- Fishing
- Infrastructure
- Leisure and Tourism
- Conservation
- Community Engagement and Education