



Constitution

Who we are

- Calne Our Place (COP) is an independent, voluntary group working to make the Calne community area a better place for residents, businesses and visitors.
- Calne Our Place is committed to the promotion of cultural, social, environmental and tourism opportunities in the Calne community area of Bremhill, Calne, Calne Without, Cherhill, Compton Bassett, Heddington and Hilmarton.

Statement of Intent

Calne will be an active and attractive centre for the community area, offering a range of retail outlets and services for the community and visitors all accessible by public transport. The town will have services that are well used, including entertainment, recreational and community facilities. The residents will feel proud of Calne, and will benefit from its range of accommodation and good links with local businesses. Tourists and visitors will be attracted to visit Calne. Development will have supported the growth of services and community facilities within the town. People within the community area will have access to a range of jobs, which will have helped in reducing the present high levels of out-commuting. Calne will achieve recognition of its unique place in the heritage of the nation.

What we aim to do

The key aims of the project are to improve local fiscal, economic, environmental, cultural and social benefits to the community by:

- promoting the heritage and history of the Calne Community Area,
- delivering efficiencies through effective partnerships with stakeholders, sharing of resources, skills and intelligence,
- increasing footfall and the amount of money spent by visitors and tourists,
- increase employment opportunities in tourism, heritage and retail sectors,
- improve selected social, cultural and environmental aspects of life in the Calne Community Area,
- Foster friendship between all the communities of the Calne community area, and will include the communities of our twin towns:- currently Charlieu (France), Eningen (Germany) and Caln Township (USA).

How we operate

- COP is a not-for-profit voluntary, non-incorporated organisation.

- The management of the Our Place project is undertaken by a **Steering Group**
- The Steering Group is made up of the Officers, Project Group representatives, Affiliated Group representatives and key stakeholders who manage the day-to-day running of the Our Place projects to ensure that the Aims and Objectives are followed and provide advice, and troubleshoot where necessary. The Steering Group shall ensure that there is effective communication between the different Project and Affiliated Groups.
- The Steering Group shall meet at key stages or, according to a regular timetable, support and advise Project and Affiliated Groups in order to avoid duplication as well as retaining focus on the objectives. Dates are usually set 12 months in advance at the beginning of each financial year.
- **Project Groups** will either be (a) set up the Steering Group or (b) invited to join COP to complete a specific task (or continuing task). The 'tasks' of each Project Groups will be broadly defined by the Steering Group but will be left to the members of each Project Group to detail how the task is delivered.
- Each of these Project Groups can have their own defined Terms of Reference and will have the capability to invite individuals onto their Project Group as required. All Project Groups will meet independently when needed and report to the Steering Group with one representative of each Project Group becoming a member of the Steering Group.
- The work of both the Steering Group and Project Groups is supported by a bank of volunteers who are termed 'Friends of COP'
- **'Friends' of COP** are invited to join in activities of Calne Our Place as follows:
 - Attend selected Steering Group or Project meetings as required
 - Attend selected social activities of COP
 - Assist in COP fundraising activities and service projects
 - Offer specialist advice, training or other expertise as required to the Steering Group or Projects.
- A 'Friend' is not a member of the Steering Group but can be invited to attend specific Steering Group meetings without voting rights. A 'Friend' has a formal association with COP, which provides an avenue to participate in COP activities. Friends of COP can be nominated by a Steering Group, Project Group or Affiliated Group member and the nomination should be approved by the Steering Group.
- **Affiliated Groups** are independent organizations who wish to collaborate with COP holding similar aims and objectives in terms of promotion of the Town and its surrounding Parishes
- COP has an agreed Operational Plan which identifies the proposal developed for the Calne Community Area that is based on improving social, cultural and environmental benefits to the Community Area with a variety of projects.
- COP is accountable and transparent with finances and this is assured through the governance arrangements detailed in the separate Financial Guidelines (doc ref. COP_FG_Issue1) .

- COP seeks to maintain the respect and involvement of the community.
- COP seeks to work closely with Calne Town Council, Wiltshire Council and Calne Area Board as well as all community groups within the Calne Community Area.
- COP operates from the Calne Community Hub & Library.

Membership

Membership is open to any member of the Calne area community, whether they are residents or involved in businesses within the community area.

Being part of COP

- Each stakeholder organisation shall appoint its representative each year at the COP Annual General Meeting (AGM), and commit to attend meetings or send a nominated deputy.
- Interested residents should attend the AGM or contact a Steering Group Member, Project member, Affiliated Group or a Friend in order to discuss the role they wish to take.
- A minimum of two public meetings, one of which will be the AGM, will be held annually. In addition, an Extra-ordinary General Meeting (EGM) may also be called by the COP, if and when required. Notification of the AGM or EGM will be given at least twenty-one (21) days prior to the event.
- Strategic decisions will be made by the Steering Group members, hopefully, by consensus. If a consensus can't be reached then the Chairperson may decide to ask for a vote. When such a vote is required, then a quorum must be present and in the event of a tied vote then the Chairperson has the casting vote. (Note: A quorum is defined as a meeting in which at least 5 voting members are present). Voting is limited to one vote for each of the identified members.
- COP will appoint the following Officers; a Chairperson, Vice-Chairperson, Treasurer and Secretary for a one year term. Appointment will be by a majority vote of the voting members present at the AGM or EGM.
- COP may wish to invite representatives from local service providers, businesses, local government and voluntary or statutory groups to join meetings when their advice and expertise is required.
- COP shall have the power to appoint a member to fill any casual vacancy until the next AGM.
- The office of any elected member of the COP shall be vacated if he or she:
 - Resigns at any time by notice in writing given to the Chair.
 - Is asked to resign by a 'Vote of No Confidence' from a simple majority of the other COP Steering Group members.

What the COP seeks to achieve

- Rebuild a sense of pride in the community area; putting the heart back into the area by developing activities and projects which involve residents in the cultural and social life of our area.
- Improve community resilience by developing human, social and financial capital.

- Promote the area as a centre for tourism, working closely with Visit Wiltshire to position Calne as a significant partner in the Great West Way, acting as a driving force behind tourism development in our area.
- Encourage visitors throughout the year for the economic benefit of the area and encourage longer stays.
- Link with the business communities to help to ensure that existing local businesses are protected and developed and to expand into new growth.
- Develop a strategy for the future, to set the priorities for the project, including targets, product development and marketing strategies,
- Help identify factors which could improve the area and attract investment.
- Develop a network of local organisations and interested individuals.
- Represent relevant issues at Wiltshire Council, the Area Board, town and parish councils, Visit Wiltshire and the Great West Way.
- Actively seek local and central Government, charitable or any other initiatives to facilitate the work of the group.

How we report and publicise activities

- COP publishes it's Operational Plan and reports widely amongst the businesses and residents of the community area.
- COP will use various methods of communication to report it's activities.

Adopted at the AGM on 30th January 2018

Naomi Beal

Signed _____ Chairperson