



HUNTINGDON AND GODMANCHESTER TWINNING ASSOCIATION

TERMS OF REFERENCE

1. **Committee Name:** Huntingdon and Godmanchester Twinning Association
2. **Purpose:** To conduct HGTA business in support of the primary and secondary objectives as set out in its Constitution and in accordance with the associated policies and procedures which will be reviewed annually.
3. **Responsibilities:** The Committee has operational responsibility for running the Association Business. Membership criteria are set out in its Constitution. All Committee posts shall have suitable Job Descriptions.
4. **Authority & Scope:**

Funding support from the two town councils shall be used specifically to support Official events including the necessary administration costs of HGTA, and must include consultation with the two councils prior to committing to projects that would require additional financial support from them, as set out below.

Funds will be accounted for in a professional manner, and particularly, separately identify funds received and applied for Official events, and those raised and expended for social, fundraising and self-funded events.

The Committee shall consult with Huntingdon & Godmanchester Town Councils to enable advance agreement on projects between the 3 parties as follows:

- a. Annual Business Meeting – The Business meeting is held annually in each Twin Town in rotation and is the joint planning and consultation meeting for formal twinning events between our twin towns and which are funded by them. The Business Meeting shall be attended by Mayors, or their representatives, from Huntingdon & Godmanchester town councils, and Chair of HGTA Committee, or their representative. HGTA Committee Members with special expertise or experience in a particular area may also be invited to attend as indicated by the Agenda. The Business Meeting represents the formal, in principle, agreement for the next 4-year Twinning Business Plan.
- b. A nominated representative from each Town Council should be invited to attend Committee meetings to enable them to raise matters relating to the agreed Business Plan on behalf of their Council.
- c. Two Officers of the HGTA Committee or their representative should be invited to attend meetings of the two Councils Committee/Sub Committee dealing with twinning. This is to provide information and updates on developments in our Twin Towns, help inform the Business Meeting Agenda, communicate progress and to help facilitate a coordinated delivery of agreed Council requirements.
- d. HGTA Committee shall have authority to produce and vote on the operational plan for matters agreed at the Annual Business Meeting, within the reporting and communication structure contained in its Terms of Reference.
- e. HGTA Committee shall have authority to agree and plan for social events and fundraising activities that use funds raised by members or that are entirely self-funded by HGTA Members and fall outside the remit of the Business Meeting and shall be accountable as laid down in its Constitution.
- f. Formal invitations and projects from our Twin Towns that may arise outside those agreed at the Business Meeting and that require use of the two council funding streams shall be reported to each Town Council and their authority sought before agreement. Steering Groups or Working parties tasked with delivering such projects on should, if possible, include representatives from Town Councils.

5. Meetings:

- a. Meetings of the HGTA Committee shall be held at regular intervals or at any time when the business of the Association warrants, but, in any case, at intervals of not greater than three months. No less than 7 days' notice shall be given of all such meetings.
- b. Members meetings, one of which will be the Annual General Meeting, will normally be held alternating with Committee meetings. All Officers, members, Honorary Presidents and Council representatives may attend. Committee members will be expected to attend. The principal purpose is to allow the Committee to report on its activities and to give members an opportunity to comment on and question those activities. Members may also suggest future social and fundraising activities and events.
- c. The Committee shall have the power to set up sub-committees with Chairs elected at the AGM, such Chairs will form part of the Committee as defined in Section 5 (c) of the Constitution. It is the responsibility of the Committee to ensure sub committees draw up and operate against Terms of Reference duly ratified by the Committee. Sub-committee members shall be elected for a period of one year.
- d. Should a Committee post become vacant, the Committee shall have the power to co-opt a temporary replacement until such time as that replacement can be ratified at an AGM. The same applies should a need for special expertise arise.

6. Meeting procedures, distribution of agendas and minutes and reporting:

- a. Agendas for all Committee Meetings shall be circulated to Committee Members and the Town Councils and nominated representatives and the Town Clerks of each Town Council, together with any papers in support of the Agenda a minimum of 5 days advance of such meetings.
- b. Agendas and reports for Members Meetings shall be circulated to all HGTA Members, Committee Members and Town Clerks of each Town Council in advance.
- c. Minutes of Committee meetings, together with sub-committee reports shall be circulated to Committee Members, and Town Clerks of both Town Councils for distribution in accordance with the individual Council's reporting requirements and in line with GDPR.

7. Communication support:

- a. To assist with continuity of information, HGTA Committee will produce a full brief of the background history of the Twinning Association and annual status of the 4-year programme to be circulated to Town Councils post annual Mayoral elections.
- b. All non-Civic invitations received from Twin Towns should be shared/notified to the Committee, prior to acceptance. The Committee shall nominate the appropriate person/people to attend meetings and social events abroad which shall be self-funded.

8. Committee Development:

The Committee shall aim to develop plans for recruitment and retention of members, succession planning for Committee posts including build a robust system for internal information sharing & storage and to seek ways to provide opportunities for the greater involvement of young people.

9. Dispute Resolution:

In the event of any dispute between members, the Committee shall consider all aspects of the dispute and arbitrate accordingly.