

# AGENDA

## GENERAL PURPOSES GROUP MEETING



Date: Thursday 27 May 2010  
Time: 6.30 pm  
Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors Mrs Blackmore, English, Field,  
Mrs Gooch, Mrs Hinder, Horne,  
Mrs Joy, B Mortimer and Yates

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Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Election of Chairman
5. Election of Vice Chairman
6. Disclosures by Members and Officers

**Continued Over/:**

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**Issued on 20 May 2010**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact JANET BARNES on 01622 602242**. To find out more about the work of the Committee, please visit [www.digitalmaidstone.co.uk](http://www.digitalmaidstone.co.uk)

**David Petford, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

7. Disclosures of Lobbying
8. To consider whether any items should be taken in private because of the possible disclosure of exempt information
9. Minutes of the Meeting held on 11 March 2010 1 - 4
10. Appointment of Political Group Spokespersons
11. Report of the Democratic Services Manager - Nominations to Outside Bodies 5 - 59
12. Report of the Democratic Services Manager - Annual Report for Councillors 60 - 68

# Agenda Item 9

## MAIDSTONE BOROUGH COUNCIL

### GENERAL PURPOSES GROUP

#### MINUTES OF THE MEETING HELD ON THURSDAY 11 MARCH 2010

**Present: Councillor Mrs Hinder (Chairman), and  
Councillors Mrs Blackmore, Field, Horne, Hotson,  
Mrs Joy, Paine, Sams and Mrs Wilson**

47. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mortimer.

48. NOTIFICATION OF SUBSTITUTE MEMBERS

The following substitution was noted:-

Councillor Mrs Joy for Councillor Mortimer

49. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

50. DISCLOSURES BY MEMBERS AND OFFICERS

Councillor Mrs Hinder declared a prejudicial interest in Item 11 – Appointment to Outside Bodies as she was one of the nominees for the Maidstone/Beauvais Twinning Association.

51. DISCLOSURES OF LOBBYING

Councillor Paine declared that he had been lobbied with regard to Item 8 – Members Development Budget.

52. EXEMPT ITEMS

RESOLVED: That the Items on the Agenda be taken in public as proposed.

53. MINUTES

RESOLVED: That the Minutes of the Meeting held on 27 January 2010 be approved as a correct record and signed.

54. MEMBERS DEVELOPMENT BUDGET

The Group considered the report of the Head of Human Resources setting out the Members Development Budget for 2010/11 and details of how the 2009/10 budget was spent.

Members discussed induction for new members and the Becoming A Councillor event. Members were informed that both of these events were being reviewed and Members requested that a report was brought to the Group following the review.

Members were informed that the training listed for Statutory Committees did include Substitute Members.

Concern was raised about only sending 1 Member to the Planning Summer School. Members felt this should be increased to 3 and were aware that in order to achieve this cuts would need to be made in the budget from Overview & Scrutiny and Cabinet training.

Members felt it was very important that all information from any training must be disseminated to all Councillors.

RESOLVED:

1. That the recommended programme for Member Development for 2010/11 be agreed, subject to the following amendments:-
  - i) 3 Members to attend Planning Summer School
  - ii) The Overview & Scrutiny and Cabinet budgets be reduced to accommodate the increase in cost of i) above.
2. That Members attending any training course must disseminate the information gained to all Members of the Council.
3. That the Democratic Services Manager prepares a report on the review of the Becoming A Councillor event and the induction programme for new Members.

55. TERMINATION OF APPEALS COMMITTEE

The Group considered the report of the Democratic Services Manager regarding deleting reference to the Appeals Committee in the Constitution.

RECOMMENDED TO STANDARDS COMMITTEE: That the Appeals Committee be disbanded with the reference to it in the Constitution being deleted and that this amendment to the Constitution be evaluated by Standards Committee prior to being submitted to Council for consideration.

56. WHOLE COUNCIL ELECTIONS - CONSULTATION OPTIONS

The Group considered the report of the Democratic Services Manager regarding the process for the delivery of the consultation with the whole electorate on a proposal to possibly change from elections by thirds to whole council elections every 4 years.

An addendum to the report of the Democratic Services Manager was circulated at the meeting which set out the formal proposal from ERS which had been received only the day before the meeting.

The Group were informed that the cost of the proposal from ERS could be covered from within existing budgets, if a general election was called on the same day as the Borough elections.

RESOLVED:

1. That the proposal from ERS, as set out in the Addendum to the report of the Democratic Services Manager, be agreed.
2. That a proof of the A4 leaflet setting out the advantages/ disadvantages of whole Council elections be approved by this Committee before publication.

57. APPOINTMENT TO OUTSIDE BODIES

The Group considered the report of the Democratic Services Manager regarding nominations to Outside Bodies.

RESOLVED:

1. That Councillor Mrs Parvin be appointed as the Council's representative to the Cutbush and Corral Charities for a term of 4 years from 1 April 2010.
2. That Councillor Hotson be sent further information regarding the vacancy at Relate West and Mid Kent and that all Borough Councillors be requested to nominate a member of the public in their Ward who may wish to service on this Outside Body, should Councillor Hotson decide not to be appointed.

58. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Hotson be appointed Chairman for the consideration of the appointment to the Maidstone/Beauvais Twinning Association.

59. APPOINTMENT TO OUTSIDE BODIES

Councillor Mrs Hinder left the meeting whilst the nominations to the Maidstone/Beauvais Twinning Association were considered.

RESOLVED: That Councillors Mrs Hinder, Sellar, Vizzard and Yates be appointed as the Council's representatives on the Maidstone/Beauvais Twinning Association for a period of 1 year from 1 April 2010.

60. DURATION OF MEETING

6.30 p.m. to 7.58 p.m.

**MAIDSTONE BOROUGH COUNCIL**

**GENERAL PURPOSES GROUP**

**MINUTES OF THE MEETING HELD ON  
THURSDAY 11 MARCH 2010**

**Present:** Councillor Mrs Hinder (Chairman), and  
Councillors Mrs Blackmore, Field, Horne, Hotson,  
Mrs Joy, Paine, Sams and Mrs Wilson

**REFERRED MATTER**

55. **TERMINATION OF APPEALS COMMITTEE**

The Group considered the report of the Democratic Services Manager recommending deleting reference to the Appeals Committee in the Constitution as the Employment and Development Panel had agreed to a change in the delegation to the Appeals Committee to delete reference to hearing disciplinary and grievance appeals which would in future be dealt with by the Chief Executive in consultation with the Leader of the Council and the Leader of the Opposition. This left the Committee with only the following delegation:

- To be the final level of appeal relating to any statutory appeal decisions taken by Members of the executive and non-executive arms of the Council.

This delegation has never been implemented as there has never been any such appeals since this delegation has existed which has been for approximately 10 years

**RECOMMENDED:** That the Appeals Committee be disbanded and reference to it in the Constitution deleted.

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

**27 MAY 2010**

#### **REPORT OF THE DEMOCRATIC SERVICES MANAGER**

**Report prepared by Janet Barnes**

#### **1. NOMINATIONS TO OUTSIDE BODIES**

##### 1.1 Issue for Decision

1.1.1 To consider nominations to outside bodies.

##### 1.2 Recommendation of the Democratic Services Manager

1.2.1 That the nominations set out in the report be considered by the Group.

##### 1.3 Reasons for Recommendation

1.3.1 The nominations to outside bodies to be made are listed below and copies of the Nomination Forms received are attached at Appendix A.

##### 1.3.2 Kent Downs AONB Joint Advisory Committee ("JAC")

Councillor Mrs Parvin has been the representative of the Council for the past municipal year.

The term of office starts on 21 May 2010 for a period of 1 year.

A nomination has been received from Councillor Mrs Parvin.

**Recommended:** That the Group make an appointment to the vacancy on the Kent Downs AONB Joint Advisory Committee.

##### 1.3.3 Maidstone Area Arts Council

Councillors Daley, FitzGerald and Moss have been the representatives of the Council for the past municipal year.

Vacancies: 3 x Committee Members

The term of office starts on 21 May 2010 for a period of 1 year.

Nominations have been received from Councillors Daley, Paterson and Mrs Smith.

**Recommended**: That the Group make appointments to the vacancies on the Maidstone Area Arts Council.

#### 1.3.4 Tourism South East

Councillor Moss has been the representative of the Council for the past municipal year and Councillor Paterson has been the substitute member.

Vacancies: 1 x Committee Member and 1 x Substitute Member

The term of office starts on 21 May 2010 for a period of 1 year.

Nominations have been received from Councillors FitzGerald, Paterson and Parvin.

**Recommended**: That the Group make Committee and Substitute Member appointments to the vacancies on Tourism South East.

#### 1.3.5 Maidstone YMCA (formerly YMCA Sport Centre Management Committee)

Councillors Yates and Ms Williams have been the representatives of the Council for the past municipal year.

Vacancies: 2 x Committee Members

The term of office starts on 21 May 2010 for a period of 1 year.

A nomination has been received from Councillor Yates.

**Recommended**: That the Group make appointments to the vacancies on Maidstone YMCA.

#### 1.3.6 Upper Medway Internal Drainage Board

Councillors Nelson-Gracie and Warner have been the representatives of the Council for the past municipal year.

Vacancies: 2 x Committee Members

The term of office starts on 30 June 2010 for a period of 2 years.



Nominations have been received from Councillors Nelson-Gracie and Parvin.

**Recommended**: That the Group make appointments to the vacancies on the Upper Medway Internal Drainage Board.

1.3.7 Mid Kent Downs Steering Group

Councillor Harwood has been the representative of the Council for the past municipal year and Councillor Mrs Parvin has been the substitute.

Vacancies: 1 x Committee Member and 1 x Substitute Member

The term of office starts on 21 May 2010 for a period of 1 year.

Nominations have been received from Councillors Ash and Mrs Parvin.

**Recommended**: That the Group make appointments to the vacancies on the Mid Kent Downs Steering Group.

1.3.8 Town Centre Management Advisory Group

Councillors Mrs Marshall, Moss and Mrs Wilson have been the representatives of the Council for the past municipal year.

Vacancies: 3 x Committee Members (1 from each Political group)

The term of office starts on 31 May 2010 for a period of 1 year.

Nominations have been received from Councillors FitzGerald, Greer and Mrs Wilson.

**Recommended**: That the Group make appointments to the vacancies on the Town Centre Management Advisory Group.

1.3.9 Local Government Association Urban Commission

Councillor Garland has been the voting representative of the Council and Councillor Robertson has been the non-voting representative of the Council for the past municipal year.

Vacancies: 1 x Voting Member and 1 x Non-Voting Member

The term of office starts on 31 May 2010 for a period of 1 year.

Nominations have been received from Councillors Burton and Mrs Wilson.

**Recommended**: That the Group make Voting and Non-Voting Member appointments to the vacancies on the Local Government Association Urban Commission.

#### 1.3.10 Local Government Association Rural Commission

Councillor Mrs Blackmore has been the voting representative of the Council and Councillor FitzGerald has been the non-voting representative of the Council for the past municipal year.

Vacancies: 1 x Voting Member and 1 x Non-Voting Member

The term of office starts on 31 May 2010 for a period of 1 year.

Nominations have been received from Councillors Mrs Blackmore and B Mortimer.

**Recommended**: That the Group make Voting and Non-Voting Member appointments to the vacancies on the Local Government Association Urban Commission.

#### 1.3.11 Relief in Need Charities

Councillor Daley is a Nominative Trustee of the Maidstone Relief in Need Charities although his term of office expires on 27 June 2010 leaving a vacancy.

This term of office is for a period of 4 years until 26 June 2014.

A nomination has been received from Councillor Daley.

**Recommended**: That the Group make an appointment to the vacancy on the Relief in Need Charities.

#### 1.3.12 Maidstone Street Pastor's Management Committee

The Council have received a request from the Chairman of the Maidstone Street Pastor's Management Committee to nominate a representative from the Council to sit on the Management Committee.

Attached at Appendix B is a copy of the letter received from the Chairman, together with copies of the Job Specification Form, the Constitution of Maidstone Street Pastors and the Street Pastors Licence Agreement.

The Group is asked to consider including the Maidstone Street Pastor's Management Committee as an Outside Body.

If this is agreed, then the Committee is asked to consider the most appropriate representation for the Management Committee. The options are:-

- Cabinet Member for Community Services
- Ward representation
- Any Member

The term of office will be for 3 years with effect from 15 May 2010.

**Recommended**: That the Group consider the inclusion of the Maidstone Pastor's Management Committee as an Outside Body and, if agreed, to consider the most appropriate representation on that Committee.

#### 1.3.13 KCC Health Overview and Scrutiny Committee

The two District Council appointments to the above Committee for the West Kent area are rotated between Dartford, Gravesham, Maidstone, Sevenoaks, Tonbridge & Malling and Tunbridge Wells. Two Voting Members are appointed and two Members from the other Districts are appointed as Substitute Members.

Councillor Mrs Blackmore served as the Voting Member last year, contributing extensively to the Committee's work in particular assisting with the Committee's report on Women's and Children's services. This year the Council need to appoint a Substitute Member. An appointment needs to be made as soon as possible, but it has not been possible to go through the normal nomination process. Councillor Mrs Blackmore has indicated her wish to continue.

As notification of this appointment has only recently been received, it is recommended that the Leader appoints for the year 2010-11 and, if the Group consider this should be open to all Members, then the normal process of nomination to Outside Bodies will be used for the year 2011-12 and onwards.

**Recommended**:

- i) That the Group consider the appointment of a Substitute Member to the KCC Health Overview and Scrutiny Committee for the year 2010-11; and
- ii) That future appointments to the KCC Health Overview and Scrutiny Committee should be included in the normal nomination process for Outside Bodies.

**NOMINATION FORM TO OUTSIDE BODY**

NAME:	DAPHNE J. PARVIN
ADDRESS:	49 MEADOW WALK MAIDSTONE ME 15 7RY
TELEPHONE NO:	01622 673209
NAME OF ORGANISATION APPLYING FOR:	KENT DOWNS A O N B JOINT ADVISORY COMMITTEE
REASON FOR APPLYING:	AS I HAVE SERVED ON THE MID KENT DOWNS STEERING GROUP SINCE IT STARTED AND AT PRESENT I AM CHAIRMAN OF THE GROUP, IT SEEMS LOGICAL TO SERVE ON THE JAC AS I HAVE DONE IN THE PAST.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	MY WARD IS ALMOST ENTIRELY IN THE A.O.N.B., I UNDERSTAND THE NEEDS OF RESIDENTS LIVING IN THE AREA AND HOW IMPORTANT IT IS TO IMPROVE & INHANCE THE AREA & PRESERVE IT FOR THE FUTURE WHICH I AM WILLING

Please attached further sheet if required TO WORK FOR .

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

*Daphne J. Parvin*

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	D S DALEY
<b>ADDRESS:</b>	9 FRINSTEAD WALK ALLINGTON MAIDSTONE ME16 0NN
<b>TELEPHONE NO:</b>	01622 672459
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MAIDSTONE AREA ARTS COUNCIL
<b>REASON FOR APPLYING:</b>	I WISH TO CONTINUE TO BE SEEN AS A CHAMPION FOR THE ARTS IN MAIDSTONE AS PREVIOUSLY.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	MAKING SURE THAT THERE IS SUFFICIENT CONTINUOUS FUNDING FROM A VARIETY OF SOURCES AND OTHERWISE GIVING ADVICE TO THE GROUP

Please attached further sheet if required

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Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	VENNI PATERSON
<b>ADDRESS:</b>	H THE HEDGES MAIDSTONE ME14 2JW
<b>TELEPHONE NO:</b>	01622 679630
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MAIDSTONE AREA ARTS COUNCIL
<b>REASON FOR APPLYING:</b>	INTEREST IN THE ARTS & SUPPORTIVE OF THOSE IN MAIDSTONE
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	KNOWLEDGE FROM A SUPPORTERS VIEW POINT.

Please attached further sheet if required

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Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	<i>Cllr Mrs Fran Smith</i>
<b>ADDRESS:</b>	<i>14 Pitt Road Maidstone ME16 8PA</i>
<b>TELEPHONE NO:</b>	<i>01622 720623</i>
<b>NAME OF ORGANISATION APPLYING FOR:</b>	<i>Maidstone Area Arts Council</i>
<b>REASON FOR APPLYING:</b>	<i>Lifelong interest in the Arts</i>
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<i>A desire to help promote and encourage participation + events in the Borough.</i>

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Cllr. Mike FitzGerald
<b>ADDRESS:</b>	11 Laxton Drive Chart Sutton Maidstone Kent ME17 3SQ
<b>TELEPHONE NO:</b>	01622-743270
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Tourism South East
<b>REASON FOR APPLYING:</b>	I have good knowledge of the Tourism offer in Maidstone and the wider Kent. I participate and an a part of a number of Tourist attraction events and I bring people views to the table.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Tourism both large and small events brings a huge income to the Maidstone economy whether you value individuals as £5 £10 or £20 visitor and much more if they stay over for one or two nights. We need to encourage and promote all events as they help create sustainability for local economy.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form



**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	VENNI PATERSON
<b>ADDRESS:</b>	4 THE HEDGES MAIDSTONE ME14 2JW
<b>TELEPHONE NO:</b>	01622 679630
<b>NAME OF ORGANISATION APPLYING FOR:</b>	TOURISM SOUTH EAST
<b>REASON FOR APPLYING:</b>	PREVIOUS POSITION AS NAMED REPRESENTATIVE & ALSO SUB. MEMBER
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	EXPERIENCE AS COUNCIL REPRESENTATIVE IN PAST

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Cllr Peter Parvin
<b>ADDRESS:</b>	49 Meadow Walk, Maidstone, Kent ME15 7RY
<b>TELEPHONE NO:</b>	01622 673209
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Tourism South East
<b>REASON FOR APPLYING:</b>	I have been involved in South East Tourism since its concept, and have experience in the Tourism Industry
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Maturity, knowledge and past experience, former Mayor of Maidstone

Please attached further sheet if required

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Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Michael Ian Yates
<b>ADDRESS:</b>	Inisfree 177 Loose Road Maidstone Kent ME15 7DP
<b>TELEPHONE NO:</b>	01622 675188
<b>NAME OF ORGANISATION APPLYING FOR:</b>	YMCA
<b>REASON FOR APPLYING:</b>	Currently a Board Member and have been active in the decisions that have led to the rebuild of the YMCA Centre and the decisions to develop a Community Centre in Tovil/Coombe Farm to replace the Children's House
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Board skills learnt from working in the Paper Industry in various managerial positions.
<b>M I Yates 30<sup>th</sup> April 2010</b>	

**NOMINATION FORM TO OUTSIDE BODY** \*

<b>NAME:</b>	ROSS KEVIN - STACE
<b>ADDRESS:</b>	THE FOS MANSIONS ROAD NETHERBURN GREEN, MANSFIELD CV11 1NF MK 18 5HG
<b>TELEPHONE NO:</b>	01622 814263
<b>NAME OF ORGANISATION APPLYING FOR:</b>	UPPER MANSFIELD INTERMEDIATE SEWAGE BOARD
<b>REASON FOR APPLYING:</b>	I AM A WORD MEMBER COVERING PART OF THE BOARD'S JURISDICTION AND AN AREA PRONE TO FLOODING, WHERE ACCESS TO THE BOARD'S SERVICES IS DESIRABLE. I AM ABLE TO GIVE LOCAL ADVICE WHERE APPROPRIATE.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	I CAN ADVISE ON PLANNING AP- PLICATIONS OF SITES IN THE AREA OF THE BOARD IN MBC. THIS ENABLES A CO-ORDINATED APPROACH TO APPLICATIONS AFFECTING BOTH PARTIES. I WILL BE ABLE TO KEEP MBC UP-TO- DATE WITH LEGISLATIVE AND OTHER CHANGES IN PRACTICE OF THE BOARD.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

\* SUBJECT TO BEING RE-ELECTED AS A WORD MEMBER ON 06 MAY 10.

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	PETER. S. D. PARVIN
<b>ADDRESS:</b>	49 MEADOW WALK MADSTONE
<b>TELEPHONE NO:</b>	01622/673209
<b>NAME OF ORGANISATION APPLYING FOR:</b>	UPPER MEDWAY DRAINAGE BOARD
<b>REASON FOR APPLYING:</b>	FOR A NUMBER OF YEARS I REPRESENTED MBC ON THIS BOARD. I AM WELL AWARE OF THE REQUIREMENTS OF THIS POSITION AND AS A RURAL MEMBER I AM MORE THAN CONVERSANT WITH THE PROBLEMS THAT CAN ARISE WITH LAND DRAINAGE
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	KNOWLEDGE OF THE WORK REQUIRED BY THE BOARD PRACTICAL EXPERIENCE IN LAND DRAINAGE (MY PREVIOUS PROPERTY WAS BOARDED BY THE LGN WHICH WAS PRONE TO FLOOD) I KNOW PERSONALLY BOARD MEMBERS LOCAL FARMERS CONTRACTORS AND THE PROBLEMS WHICH CAN BE EXPERIENCED.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	RICHARD S. ASH
<b>ADDRESS:</b>	14 HAMPSON WAY BEARSTED ME14 4AP
<b>TELEPHONE NO:</b>	01622 730151
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MID KENT DOWNS
<b>REASON FOR APPLYING:</b>	Living in Bearsted the Downs are my wife & mine, walking area esp. between Joking & Hollingbourne
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	I am the cabinet member for leisure. I have an interest in anything geographical & historical regarding the Mid Kent Downs

Please attached further sheet if required

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Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	DAPHNE J. PARVIN
<b>ADDRESS:</b>	49 MEADOW WALK MAIDSTONE ME 15 7RY
<b>TELEPHONE NO:</b>	01622 673209
<b>NAME OF ORGANISATION APPLYING FOR:</b>	MID KENT DOWNS STEERING GROUP
<b>REASON FOR APPLYING:</b>	AT PRESENT I AM CHAIRMAN OF THIS GROUP & HAVE BEEN A MEMBER SINCE IT WAS FORMED MANY YEARS AGO BY MR. NIGHTINGALE
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	MY WARD IS ALMOST ENTIRELY IN THE A.O.N.B. I UNDERSTAND THE NEEDS OF RESIDENTS AND THE NEED TO IMPROVE CARE FOR & ENHANCE THE A.O.N.B.

Please attached further sheet if required

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Job Specification Form  
Annual Review Form

21 Daphne J. Parvin

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	<b>Cllr Mike FitzGerald</b>
<b>ADDRESS:</b>	<b>11 Laxton Drive Chart Sutton Kent ME17 3SQ</b>
<b>TELEPHONE NO:</b>	<b>01622 743270</b>
<b>NAME OF ORGANISATION APPLYING FOR:</b>	<b>Town Centre Management Advisory Group</b>
<b>REASON FOR APPLYING:</b>	<b>Group Representative Clearly being part of the Management Advisory team allows members of the Independent Group to share information and feed back from their communities. T provides opportunity to share ideas and be an active member of supporting the advisory process</b>
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<b>I would bring local knowledge and share local views and concerns that could help guide the group in their work.  I would reflect the views of the groups and so ensure a feeling of participation and contribution.  I have good experience with the issues and events that this organisation support.  A good liaison maintained between Council and the TCM</b>

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form



**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	MALCOLM GREER.
<b>ADDRESS:</b>	'HAZELWOOD,' BOXLEY ROAD WALDERSLADE CHATHAM KENT. ME5. 9JD
<b>TELEPHONE NO:</b>	01634. 862876
<b>NAME OF ORGANISATION APPLYING FOR:</b>	TOWN CENTRE MANAGEMENT ADVISORY GROUP.
<b>REASON FOR APPLYING:</b>	AS CABINET MEMBER FOR REGENERATION, WITH RESPONSIBILITY FOR PUBLIC REALM - SPECIFICALLY IN THE HIGH STREET, I HAVE VISITED MANY NEW PUBLIC REALM SCHEMES - IN ENGLAND AND EUROPE - AND CONSIDER THAT I HAVE A BROAD KNOWLEDGE OF ALL ASPECTS
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	I HAVE A CONSTRUCTION BACKGROUND AND BEEN PERSONALLY INVOLVED WITH ARCHITECTS, DESIGNERS AND ENGINEERS ON SIMILAR PROJECTS. I HAVE, BEFORE MY RETIREMENT, BEEN MANAGING DIRECTOR OF A CONSTRUCTION COMPANY RESPONSIBLE FOR FEASIBILITY AND CONSTRUCTION, TOGETHER WITH FINANCIAL ASPECTS.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
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Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	FRAN NIXON
<b>ADDRESS:</b>	75 OLD TOVIL RD MARDSTONE KENT ME15 6QR
<b>TELEPHONE NO:</b>	01622 - 673349
<b>NAME OF ORGANISATION APPLYING FOR:</b>	TCM
<b>REASON FOR APPLYING:</b>	As a councillor for High Street Ward which covers the greater part of the area of the TCM I feel it is important to have someone who understands the need to reverse there are an increasing number of residents living here and the good relations between residents & commercial enterprises need to be fostered at all times. of equal importance I have built up a good knowledge & understanding of the business community and wish to promote especially the independent retailers.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	1) A thorough going knowledge of the area. 2) An excellent working relationship with Bill Moss, the town Centre Manager and many of the managers/owners of the independent Retail sector & other small businesses.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
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Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Cllr David Burton
<b>ADDRESS:</b>	Lochview Oast Langley Park Farm Sutton Road Maidstone Kent ME17 3NQ
<b>TELEPHONE NO:</b>	07590 229910
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Local Government Association Urban Commission
<b>REASON FOR APPLYING:</b>	To represent MBC Conservative Group
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	As a newly elected councillor hopefully I will be able to bring a fresh view point.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	FRAN WILSON
<b>ADDRESS:</b>	75 OLD TOWN RD. MAIDSTONE KENT ME15 6QE.
<b>TELEPHONE NO:</b>	01622 - 673349
<b>NAME OF ORGANISATION APPLYING FOR:</b>	LOCAL GOVERNMENT ASSOCIATION URBAN COMMISSION
<b>REASON FOR APPLYING:</b>	It is important that MBC has a strong voice at the LGA. As an Urban Ward member I would like to be able to represent 'urban' issues
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Networking skills. An understanding of the many urban issues which affect so many areas throughout the County such as poor air quality plus an interest in promoting the specific interests of Maidstone of which I believe I have good knowledge & understanding.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Mrs Annabelle Blackmre
<b>ADDRESS:</b>	Poplar Tree Farm Milebush Lane Marden Kent TN12 9AS
<b>TELEPHONE NO:</b>	01622 833299
<b>NAME OF ORGANISATION APPLYING FOR:</b>	LGA Rural Commission
<b>REASON FOR APPLYING:</b>	As the ward member for a rural ward it is important that the problems which my community experiences are shared at a level which has the potential to influence policies for rural communities.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	<p>As the ward member for a rural ward I am aware of the ongoing difficulties that a rural community faces. It is apparent that the farming sector shares an unfair burden of administration which needs to be reduced.</p> <p>I understand some of the administration reductions required and better communication with farmers which must take place.</p> <p>For three of the past four years I have been the MBC representative on the LGA Rural Commission and I know the contacts I have made are essential. Also my communication skills and background knowledge about sustainable rural communities helps to provide a vital input.</p>

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	Cllr Brian Mortimer
<b>ADDRESS:</b>	161 Heath Road, Coxheath, Maidstone, Kent. ME17 4PA
<b>TELEPHONE NO:</b>	01622 746046
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Rural Commission
<b>REASON FOR APPLYING:</b>	I am one of only 2 Cllrs for the Lib Dems that hold a rural seat.
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Living in a rural area I know many of the concerns that affect rural life and hope that my import would be beneficial to rural well being.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office

Job Specification Form  
Annual Review Form

**NOMINATION FORM TO OUTSIDE BODY**

<b>NAME:</b>	D S DALEY
<b>ADDRESS:</b>	9 FRINSTEAD WALK MAIDSTONE ME16 0NN
<b>TELEPHONE NO:</b>	01622 672459
<b>NAME OF ORGANISATION APPLYING FOR:</b>	Maidstone Relief in Need Charity
<b>REASON FOR APPLYING:</b>	To continue the work I have done on this Charity for about the last twelve years or so
<b>WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:</b>	Experience and continuity of membership

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office  
Job Specification Form  
Annual Review Form



**ST FAITH'S CHURCH MAIDSTONE**

Reverend Jackie Cray  
Priest in Charge  
The Rectory  
Church Road  
Harrietsham  
Kent ME17 1AP  
Home tel. 01622 851822



St Faith's Street, Maidstone, ME14 1LH  
E mail: [Jackiecray@hotmail.co.uk](mailto:Jackiecray@hotmail.co.uk)

Dear Mr Harris,

I am writing to you as Chair of Maidstone Street Pastors an organization involving various Church denominations across Maidstone and working alongside the police on Saturday nights in the town centre. Maidstone Street Pastors is one of about 145 teams and they are all accountable to a local Management Committee and to the Ascension Trust the group that founded and oversees Street Pastors in the U.K.).

The Ascension Trust requires that Street Pastor teams are set up in cooperation with local Borough, Police and Churches. We already have church and police representation on the Committee- Town centre Sergeant John Marshall and P.C. Duncan Pallett but we need a Borough representative. I had approached Councillor Denise Joy as I knew she had some understanding of the work of Street Pastors. But she explained that I need to make a formal request and that there are certain procedures involved. I am therefore putting in a request for a Borough representative on Maidstone Street Pastor's Management Committee. We meet monthly in the evenings. We of course understand, that with people's busy schedules they will not be able to attend every meeting, but attending regularly would be important. I enclose a copy of our new Constitution which we hope will be adopted by members at our first AGM on 22<sup>nd</sup> May. I also enclose a copy of our Licence agreement with the Ascension Trust.

If there is any other information that you need, please don't hesitate to contact me.

Yours sincerely and hopefully

*Rev. Jackie Cray.*

Rev Jackie Cray (St Faith's Maidstone)

**Outside Bodies - 'Job Specification' Form**

Name of Organisation	Maidstone Street Pastors	
Type of Organisation e.g. charity	Inter- denominational Church Charity	
Contact Details	Name	Rev Jackie Cray (Chair)
	Address	The Rectory Church Road Harrietsham Kent ME17 1AP
	Telephone number	01622 851822
	Email	jackiecray@hotmail.co.uk
	Website	<a href="http://www.streetpastors.org.uk">www.streetpastors.org.uk</a> Maidstone pages under 'current locations'
Mission and Objectives of Organisation	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to care, listen and dialogue	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Member of Management Committee If constitution is adopted at AGM to become a Trustee of the Charity	
What do you hope to achieve through the relationship?	To be faithful to the terms and conditions of our licence with the Ascension Trust who expect us to work in partnership with both Borough and Police	
How often does the Organisation meet?	About once a month in the evening Sergeant John Marshall and P.C. Duncan Pallet share representing the police	
Desirable skills and experience from the Council's representative	To be someone who understands the importance of the night time economy. Someone who is sympathetic to Christian values and ways of working Someone who is concerned for the health and welfare of our young people ( not just issues re drinking too much but general issues about their low self esteem, need of someone to listen etc.	
Terms of Reference Attached?	I've already sent a copy of our new Constitution and the licence agreement with the Ascension Trust (the body which We are accountable to)	
Any other information the Organisation wishes to add?	Street Pastors was pioneered in London by Rev Les Isaac Director of the Ascension Trust and has seen some remarkable results including drops in crime in areas where teams have been working.	

**CONSTITUTION**

of

**MAIDSTONE STREET PASTORS**

adopted on

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### **Name**

1. The name of the association is Maidstone Street Pastors.

### **Objects**

2. The association's objects are:

- i) To carry out "works" as **Street Pastors** in the area of the Borough of Maidstone. The details of the 'works' to be done are incorporated in
  - a) the signed License Agreement between Maidstone Street Pastors and Ascension Trust
  - b) the mandatory training given to Maidstone Street Pastors by Ascension Trust.

### **Powers**

3. In pursuance of the objects set out in clause 2 (but not otherwise), the association shall have the following powers:-

- i) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the association.
- ii) To engage such consultants and advisers as are considered appropriate from time to time.
- iii) To liaise with other voluntary sector bodies, local authorities, Government departments and agencies, and other bodies, all with a view to furthering the association's objects.
- iii) To take such steps as may be deemed appropriate for the purpose of raising funds for the association's activities.
- iv) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- v) To do anything which may be incidental or conducive to the furtherance of the association's objects.
- vi) Contact Ascension Trust for guidance as considered appropriate. Such matters may include finance, tax, legal and issues of a contentious nature that may impact local and nationwide Street Pastor projects.

### **General structure**

4. The structure of the association shall consist of:-

- a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself. Members will comprise serving street pastors, regular prayer supporters constituting part of the prayer rota and any other person appointed by the management committee and holding a permanent position of responsibility within the association.
- b) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the association; in particular, the management committee is responsible for monitoring the financial position of the association.

### **Qualifications for membership of Maidstone Street Pastors**

5. Membership shall be open to any member of a Christian church supporting the work of Street Pastors in Maidstone
6. There must be a minimum of ten members.

### **Application for membership**

7. Any person who wishes to become a member must sign, and lodge with the association, a written application for membership, which also includes an endorsement by their church minister and an endorsement either written or by telephone for Prayer team members. Street Pastors will also need a CRB
8. The management committee may, at its discretion, refuse to admit any person to membership.
9. The management committee shall consider each application for membership at the first management committee meeting which is held after receipt of the application; the management committee shall, within a reasonable time after the meeting, notify the applicant of its decision on the application.

### **Membership subscription**

10. No membership subscription shall be payable, although each member will be invited to contribute the sum of £100.00 to cover the cost of their uniform and training.

### **Register of members**

11. The management committee shall maintain a register of members, setting out the full name and address of each member, the date on which s/he was admitted to membership, and the date on which any person ceased to be a member.

### **Withdrawal from membership**

12. Any person who wishes to withdraw from membership shall sign, and lodge with the association, a written notice to that effect; on receipt of the notice by the association, s/he shall cease to be a member.

### **Disciplinary procedures**

12. Any Street Pastor that is deemed to be:-

- a) operating outside of this constitution, remit and agreed protocols of the association
- b) bringing the activities of the association into disrepute
- c) adversely affecting the health, safety and wellbeing of themselves, other members of the association or the general public in the course of their duties
- d) otherwise failing to serve effectively in their duties

is liable to disciplinary action.

13. Any member, having reasonable grounds to consider that another member has breached any of the conditions in clause 12, should first bring the matter to the attention of their designated team leader. The team leader will then decide whether the matter requires escalating to the management committee. If the matter concerns a team leader, the member shall have the right to refer the matter directly to any member of the management committee for resolution.

Under normal circumstances, the following escalation procedures will be followed:

- a) informal discussion with the member concerning the identified issue
- b) formal verbal warning from the team leader
- c) referral to the management committee for a follow up interview with the member concerned
- d) final written warning
- e) suspension and expulsion

14. Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting (meeting of members), providing the following procedures have been observed:-

- (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion
- (b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

15. The management committee may, at its sole discretion, suspend without notice and use disciplinary procedures if it considers that to allow the member to continue as part of the association would:-

- a) bring the activities of the association into disrepute
- b) present a risk to the health, safety and well being of the member in question, other members of the association or the general public
- c) any other such reason that the management committee deems to make the position of that member untenable

15. Any person expelled from membership of the association shall have the right to lodge an appeal against this decision within 7 days of having been served written notice of their expulsion. An appeal hearing will then take place where the expelled member may choose to be accompanied by their church leader or other nominated person. The appeal will be heard by the chairperson and at least two other members of the management committee. The decision of this hearing is final. No further appeals will be heard.

Street Pastors Maidstone are also required to work with certain related procedures as laid down by the Ascension Trust

### **General meetings (meetings of members)**

16. The management committee shall convene an annual general meeting in each year; not more than 15 months shall elapse between one annual general meeting and the next.

17. The business of each annual general meeting shall include:-

- (a) a report by the chair on the activities of the association
- (b) consideration of the annual accounts of the association
- (c) the election/re-election of members of the management committee, as referred to in clause 30.

18. The management committee may convene a special general meeting at any time.

### **Notice of general meetings**

19. At least 14 clear days' notice must be given (in accordance with clause 65) of any annual general meeting or special general meeting; the notice must indicate the general nature of any business to be dealt with at the meeting and, in the case of a resolution to alter the constitution, must set out the terms of the proposed alteration.

## **APPENDIX B**

20. The reference to "clear days" in clause 19 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, and also the day of the meeting, should be excluded.

21. Notice of every general meeting shall be given (in accordance with clause 65) to all the members of the association, and to all the members of the management committee.

### **Procedure at general meetings**

22. No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be ten members, present in person.

23. If a quorum is not present within 15 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

24. The chair of the association shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the members of the management committee present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.

25. The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.

26. Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.

27. If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.

28. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two members present in person at the meeting); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.

29. If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

### **Maximum number of management committee members**

30. The maximum number of members of the management committee shall be twelve

### **Eligibility**

31. A person shall not be eligible for election/appointment to the management committee unless he/she is a member of the association or a member of a supporting church - (see clause 5).

### **Election, retirement, re-election**

32. At each annual general meeting, the members may (subject to clause 30) elect any member to be a member of the management committee. A maximum of two members

33. The management committee may at any time appoint any member to be a member of the management committee (subject to clause 30).

## **APPENDIX B**

34. Those officers elected at the Annual General meeting shall hold office from the conclusion of the annual meeting at which they were elected until the conclusion of the third annual meeting thereafter. one third retiring and being elected each year, but shall on retirement be eligible for re-election. Two Street Pastor representatives will be elected annually and will serve from the conclusion of the annual meeting at which they were elected until the next annual meeting. They are eligible for re-election for a maximum of two further years

### **Termination of office**

35. A member of the management committee shall automatically vacate office if:-

- (a) he/she becomes debarred under any statutory provision from being a charity trustee (if currently a charity)
- (b) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
- (c) he/she ceases to be a member of the association
- (d) he/she becomes an employee of the association
- (e) he/she resigns office by notice to the association
- (f) he/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office.

### **Register of management committee members**

36. The management committee shall maintain a register of management committee members, setting out the full name and address of each member of the management committee, the date on which each such person became a management committee member, and the date on which any person ceased to hold office as a management committee member.

### **Officebearers**

37. The management committee members shall elect from among themselves a chair, a vice-chair, a treasurer and a secretary, and such other office bearers (if any) as they consider appropriate.

38. One third of office bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then be eligible for re-election with ref. to clause 34

39. A person elected to any office shall cease to hold that office if he/she ceases to be a member of the management committee or if he/she resigns from that office by written notice to that effect.

### **Powers of management committee**

40. Except as otherwise provided in this constitution, the association and its assets and undertaking shall be managed by the management committee, who may exercise all the powers of the association.

41. A meeting of the management committee at which a quorum is present may exercise all powers exercisable by the management committee.

### **Personal interests**

42. A member of the management committee who has a personal interest in any transaction or other arrangement which the association is proposing to enter into, must declare that interest at a meeting of the



## **APPENDIX B**

management committee; he/she will be debarred (in terms of clause 54) from voting on the question of whether or not the association should enter into that arrangement.

43. For the purposes of clause 42, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that arrangement.

44. Provided

(a) he/she has declared his/her interest

(b) he/she has not voted on the question of whether or not the association should enter into the relevant arrangement and

(c) the requirements of clause 46 are complied with,

a member of the management committee will not be debarred from entering into an arrangement with the association in which he/she has a personal interest (or is deemed to have a personal interest under clause 43) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.

45. No member of the management committee may serve as an employee (full time or part time) of the association, and no member of the management committee may be given any remuneration by the association for carrying out his/her duties as a member of the management committee.

46. Where a management committee member provides services to the association or might benefit from any remuneration paid to a connected party for such services, then

(a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable

(b) the management committee members must be satisfied that it would be in the interests of the association to enter into the arrangement (taking account of that maximum amount)

(c) less than half of the management committee members must be receiving remuneration from the association (or benefit from remuneration of that nature).

47. The members of the management committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the management committee, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

### **Procedure at management committee meetings**

48. Any member of the management committee may call a meeting of the management committee or request the secretary to call a meeting of the management committee.

49. Questions arising at a meeting of the management committee shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.

50. No business shall be dealt with at a meeting of the management committee unless a quorum is present; the quorum for meetings of the management committee shall be four.

51. If at any time the number of management committee members in office falls below the number fixed as the quorum, the remaining management committee member(s) may act only for the purpose of filling vacancies or of calling a general meeting.

## **APPENDIX B**

52. Unless he/she is unwilling to do so, the chair of the association shall preside as chairperson at every management committee meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 15 minutes after the time when the meeting was due to commence, the management committee members present shall elect from among themselves the person who will act as chairperson of the meeting.

53. The management committee may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the management committee; for the avoidance of doubt, any such person who is invited to attend a management committee meeting shall not be entitled to vote.

54. A management committee member shall not vote at a management committee meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the association; he/she must withdraw from the meeting while an item of that nature is being dealt with.

55. For the purposes of clause 54, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that matter.

### **Conduct of members of the management committee**

56. Each of the members of the management committee shall, in exercising his/her functions as a member of the management committee of the association, act in the interests of the association; and, in particular, must

(a) seek, in good faith, to ensure that the association acts in a manner which is in accordance with its objects (as set out in this constitution)

(b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

(c) in circumstances giving rise to the possibility of a conflict of interest of interest between the association and any other party

(i) put the interests of the association before that of the other party, in taking decisions as a member of the management committee

(ii) where any other duty prevents him/her from doing so, disclose the conflicting interest to the association and refrain from participating in any discussions or decisions involving the other members of the management committee with regard to the matter in question

(d) ensure that the association complies with any direction, requirement, notice or duty imposed on it by UK law.

### **Delegation to sub-committees**

57. The management committee may delegate any of their powers to any sub-committee consisting of one or more management committee members and such other persons (if any) as the management committee may determine; they may also delegate to the chair of the association (or the holder of any other post) such of their powers as they may consider appropriate.

58. Any delegation of powers under clause 57 may be made subject to such conditions as the management committee may impose and may be revoked or altered.

59. The rules of procedure for any sub-committee shall be as prescribed by the management committee.

### **Operation of accounts and holding of property**

60. The signatures of two out of three signatories appointed by the management committee shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the association; at least one out of the two signatures must be the signature of a member of the management committee.

61. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chair, treasurer and secretary of the association (and their successors in office) or in name of a nominee company holding such property in trust for the association; any person or body in whose name the association's property is held shall act in accordance with the directions issued from time to time by the management committee.

### **Minutes**

62. The management committee shall ensure that minutes are made of all proceedings at general meetings, management committee meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting.

### **Accounting records and annual accounts**

63. The management committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

64. The management committee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

### **Notices**

65. Any notices which are required to be given to a member under this constitution shall be in writing; such a notice may either be given personally to the member or be sent by post to the member at the address last intimated by him/her to the association.

### **Dissolution**

66. If the management committee determines that it is necessary or appropriate that the association be dissolved, it shall convene a meeting of the members; not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.

67. If a proposal by the management committee to dissolve the association is confirmed by a two-thirds majority of those present and voting at the general meeting convened under clause 66, the management committee shall have power to dispose of any assets held by or on behalf of the association - and any assets remaining after satisfaction of the debts and liabilities of the association shall be transferred to some other charitable body or bodies having objects similar to those of the association; the identity of the body or bodies to which such assets are transferred shall be determined by the members of the association at, or prior to, the time of dissolution.

68. For the avoidance of doubt, no part of the income or property of the association shall (otherwise than in pursuance of the association's objects) be paid or transferred (directly or indirectly) to the members, either in the course of the association's existence or on dissolution.

### **Alterations to the constitution**

69. Subject to clause 70, the constitution may be altered by a resolution passed by not less than two-thirds of

## **APPENDIX B**

those present and voting at a general meeting, providing due notice of the meeting, and of the resolution, is given in accordance with clauses 17, 18 and 19.

70. No amendment to clauses 3, 45, 67 or 68 of the constitution may be made if the effect would be that the association would cease to be a charity (if currently a charity) or breach the terms of the signed License Agreement between Maidstone Street Pastors and Ascension Trust.

### **Interpretation**

71. For the purposes of this constitution,

(a) The Council of Reference shall mean the group of people / office holders established specifically for this role.

(b) the expression The Borough of Maidstone shall mean the administrative area currently known as the Borough of Maidstone, Kent, United Kingdom

72. Any reference in this constitution to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.

### **Initial members of the management committee**

73. ~~The initial members of the management committee, and the positions held by each, shall be as set out below.~~

Chair: Rev Jackie Cray

Vice Chair: ~~Mr Graham Tanner~~

Secretary: Miss Katy Rogers

Treasurer: ~~Vacant currently~~

Committee Member: Rev Jonathan Jankowski

~~Committee Member: Mr Paul Davis~~

Committee Member: *after the AGM there will be two Street Pastors voted on by their peers*

~~Committee Member:~~

Borough representative

Police attendance: Town centre Sargeant John Marshall

P.C. Duncan Pallett

This constitution was adopted on

<b>Signature</b>	<b>Name</b>	<b>Address</b>	<b>Position</b>
	Rev Jackie Cray	The Rectory, Church Road Harrietsham Kent ME17 1AP	Chair
	Mr Graham Tanner	8 Fallowfield Close Weaving, Maidstone ME14 5TW	Vice Chair



**Street Pastors Licence Agreement**

A Document of Understanding and Expectations

**1 Introduction**

- 1.1 The relationship between Ascension Trust ("AT") and each local Street Pastors Initiative ("local SPI") is fundamental to the success of the work. The purpose of this agreement is to ensure that the local SPI has a clear understanding of what AT expects of them and what to expect from AT.
- 1.2 This agreement is also intended to ensure that all local SPIs are committed to a common set of principles and standards and that Street Pastors' reputation and intellectual property are protected in the interests of all stakeholders.
- 1.3 This agreement supersedes and replaces all previous agreements either oral or written between AT and the local SPI.

**2 Key fixed principles and standards**

- 2.1 The local SPI must commit to the Street Pastors' Code of Conduct and to our distinctive ethos, i.e.
  - We are non-judgemental and will give time and unconditional love to anyone and everyone by way of listening, caring and helping;
  - The gospel is what motivates us but it is not at the forefront of what we say; we are about helping people to improve their lives and integrate into society;
  - We work in partnership with the Police and Local Councils (the "Urban Trinity") and are willing to work with a range of local voluntary and statutory organisations in order to reach and help those in need.

**3 Grant of the licence**

- 3.1 AT hereby grants to the management committee of the local SPI a non transferable, exclusive licence to carry on the work of Street Pastors and Related Projects in [ MAIDSTONE, KENT ] in accordance with the terms and conditions set out in this agreement.
- 3.2 AT hereby grants to the local SPI the right to use all intellectual property associated with the Street Pastors movement and Related Projects. Intellectual property for the purposes of this agreement includes the trade marks, copyright, designs, drawings, logos, patents, confidential information, systems, methods, computer software, computer programmes, DVDs, websites, training manuals, all operating procedures, processes, policies and practices included in the Coordinators' Pack and any other intellectual property which has been developed or will be developed in future by or on behalf of AT or any other person associated with the Street Pastors movement.

**4 Related projects**

- 4.1 "Related Projects" includes the School Pastors movement and any other projects initiated in the future by AT, local SPIs or any other person(s) associated with local SPIs as an extension of the Street Pastors movement.
- 4.2 The local SPI or any other person(s) associated with the local SPI may only develop and initiate Related Projects with the prior knowledge and consent of AT. AT shall be the legal owner of all intellectual property and any other rights associated with all such Related Projects and the local SPI shall at the request of AT execute such deeds or other instruments as may be necessary or desirable for vesting such rights in AT

**5 Licence fee**

Each local SPI shall pay a fee of 15% of all income they receive in exchange for the right to carry on the work of Street Pastors and Related Projects and the right to use all intellectual property associated with the Street Pastors movement and Related Projects. "Income" includes all donations, grants or other funds received by the local SPI. The local SPI shall complete and submit to AT a Licence Fee Request Form (see the Coordinators' Pack) in respect of each quarter and pay the licence fee on a quarterly basis three months in arrears no later than 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December of each year.

**6 Term**

This agreement shall commence on the date of execution and shall thereafter remain in force unless terminated in accordance with the Termination clause (see page 6) of this agreement.

**7 The Coordinators' Pack and other Materials**

- 7.1 The local SPI hereby agrees to comply with the most up to date guidelines, policies and procedures included in the Coordinators Pack. AT reserves the right to review and amend the guidelines, policies and procedures contained in the Coordinator's Pack as well as other Materials as and when necessary in light of changes to legislation and best practice. AT shall not however make any amendments which are manifestly unreasonable.
- 7.2 "Materials" for the purposes of this agreement means designs, drawings, logos, patents, confidential information, systems, methods, computer software, computer programmes, DVDs, websites, training manuals and all policies, procedures and guidelines other than those included in the Coordinators' Pack.

**8 Quality control and risk management**

- 8.1 Both AT and the local SPI hereby make the following commitments in the interests of quality control, risk management and the effective coordination of Street Pastors Initiatives throughout the UK and overseas:

*8.2 The local SPI's initial commitments*

The local SPI shall:

- a. Commit to working in accordance with the terms and conditions of this agreement, the Street Pastors Code of Conduct, the Street Pastors ethos and the most up to date guidelines, policies and procedures in the Coordinators' Pack;
- b. Establish a management board comprised of members from a minimum of 4 local churches of different Christian denominations;
- c. Appoint a coordinator and submit their contact details to AT within one (1) month of their appointment;
- d. In the event that the coordinator or any member(s) of the management group leaves the local SPI, notify AT in writing and submit contact details of their replacement within one (1) month;
- e. Ensure that the coordinator attends an AT Coordinators' Training Programme (to be held in January and July each year) as soon as possible and that newly appointed coordinators attend an AT Coordinators' Training Programme within six (6) months of their appointment.
- f. In the interests of efficiency and continuity, ensure that the management committee at all times includes one (1) member in addition to the coordinator who has attended an AT Coordinator's Training Programme.
- g. Recruit Street Pastors in accordance with the "Application and Selection Procedure" set out in **Schedule 1** to this agreement;
- h. Train Street Pastors volunteers in accordance with the Training Guidelines set out in **Schedule 2** to this agreement.
- i. Register with the Charities Commission in the event that the local SPI's annual income exceeds £5,000.
- j. Notify the Information Commissioner's Office ("ICO") and comply with all requirements in the event that the local SPI's operations are conducted in a way which would require such notification under the Data Protection Act.

### **8.3** *The local SPI's commitments on an ongoing basis*

The local SPI shall:

- a. Take reasonable steps to ensure that all Street Pastors volunteers carry on the work of Street Pastors in accordance with this licence agreement (including the schedules), the Street Pastors Code of Conduct, the Street Pastors ethos and the most up to date guidelines, policies and procedures in the Coordinators' Pack;
- b. Comply with all reasonable advice and instructions given by AT's management or their appointed representative(s) with regards to their Street Pastors operations;
- c. Comply with all legislation and regulations including in particular, legislation relating to Charity law, Child Protection and Vulnerable Adults, Health and Safety, Equal Opportunities, Employment, Taxation and Data Protection.



- d. Have written policies in force in relation to Child Protection and Vulnerable Adults, Health and Safety, Equal Opportunities and Data Protection.
  - e. Agree a local protocol for working with the Police which is informed and guided by the National Protocol included in the Coordinators' Pack.
  - f. Ensure that all Street Pastors volunteers adhere to the "Uniforms Guidelines" set out in **Schedule 2**
  - g. Ensure that all Street Pastors volunteers adhere to the "Street Pastors Patrols' Procedure" set out in **Schedule 3**
  - h. Encourage Street Pastors to attend all national conferences and ensure that all Street Pastors who are unable to attend are fully informed of new developments and best practice shared;
  - i. Encourage the coordinator and at least one member of the management committee to attend all national and regional coordinators' meetings;
  - j. Provide annual reports to AT in the prescribed format (see the Coordinators' Pack) in respect of each year to 31<sup>st</sup> December showing the information set out in **Schedule 4**. This report must be submitted by 31<sup>st</sup> March of the following year.
  - k. Provide full and free access to all documents, records and personnel to AT's management or their appointed representative(s) at all reasonable times in order that they may carry out Street Pastors Quality Reviews.
  - l. In the event that the licence fee received by AT in any given year is less than the costs incurred by AT in providing insurance coverage to the local SPI, the local SPI shall pay to AT an additional sum equal to the costs incurred by AT in providing such insurance coverage less the licence fee received in that year.
  - m. Not use or disclose the intellectual property including the Coordinators' Pack for any purpose other than for the work of Street Pastors and Related Projects and ensure as far as possible that no member of the local SPI management committee, their relatives, employees or Street Pastors volunteers uses or discloses the intellectual property including the Coordinators' Pack for any purpose other than for the work of Street Pastors and Related Projects.
  - n. Not do anything which could bring AT, the Street Pastors movement or Related Projects into disrepute.
- 8.4 In the event that the local SPI anticipates difficulties in meeting any of the above commitments, they should notify AT as early as possible; the door is always open for discussion.
- 8.5 *AT's initial commitments*
- a. Advice and guidance on setting up and operating the local SPI;
  - b. Training course and training materials;
  - c. The Coordinators Pack;
  - d. Public and Employers' liability insurance;

### 8.6 *AT's commitments on an ongoing basis*

Ongoing guidance and support from the AT Head Office, including:

- a. General central administration;
- b. Uniforms;
- c. Continual development and updating of the guidelines, policies and procedures included in the Coordinators' Pack;
- d. Continual development and updating of the Training Manual;
- e. Continual development and maintenance of the Street Pastors UK website
- f. Ongoing advice and guidance via email and telephone;
- g. General management (including risk management) of the Street Pastors' and Related Projects' brands;
- h. Continual promotion and development of the Street Pastors movement and Related Projects in the UK and overseas;
- i. Responses where appropriate to national and international media queries;
- j. Knowledge sharing and networking events;
- k. A minimum of one (1) Street Pastors Quality Review every two years in the interests of providing the necessary support and encouragement to adopt best practice. The costs of Street Pastors Reviews shall be borne by the local SPI and AT in equal shares.
- l. Advice and guidance on the development and delivery of refresher training programmes;
- m. Continual development of the National Protocol with the Police;

### **9 Use of Intellectual Property**

- 9.1 AT is and shall be the legal owner of all intellectual property and goodwill associated with the Street Pastors movement and Related Projects and is responsible for managing and controlling their use.
- 9.2 The local SPI may freely use Street Pastors and Related Projects' names, logos and images on letters, presentations, invitations, newsletters, pamphlets, flyers and banners. However, Street Pastors and Related Projects' names, logos or images shall not be used on any other items (including DVDs and computer software) unless such items have been produced by AT or produced with the knowledge and prior consent of AT.
- 9.3 The local SPI hereby agrees to abide by all branding guidelines which may be developed by AT after the date of execution of this agreement in accordance with **Schedule 5** to this agreement.

### **10 Disputes**

- 10.1 AT and the local SPI agree to exercise fairness in their dealings with each other and agree to use their best endeavours to resolve complaints, grievances and disputes in good faith and good will through fair and reasonable direct communication and negotiation.
- 10.2 In the event that a dispute remains unresolved, AT may at its sole discretion elect for it to be dealt with by mediation led by a person with theological credentials who commands the respect of both AT and the local SPI. In the event that the dispute remains unresolved six (6) months after the commencement of such mediation proceedings, either AT or the local SPI shall have the option to terminate this agreement on one (1) month's notice.

### **11 Termination**

- 11.1 AT will have the right to terminate this agreement in the event of a fundamental breach or persistent breaches of this agreement or in line with the dispute resolution procedure set out above.
- 11.2 Except in an emergency, or where AT, acting in its reasonable discretion needs to take such action as it sees fit to protect the integrity of the Street Pastors brand and name, such termination would not normally occur until the following procedure has been followed:
- a) Firstly, a letter sent by AT to the local SPI providing a) details of the problem or breach(es) and b) the action required to put right such breach and c) the (reasonable) timescale within which such action is to be taken;
  - b) If necessary, secondly, a meeting attended by AT management or their appointed representative(s), a majority of the local SPI's management committee and a majority of the participating churches' representatives who are then in office at the time of the dispute. This meeting shall be arranged upon at least two weeks' notice at a time convenient to all the parties.
- 11.3 Either AT or the local SPI shall have the right to terminate this agreement for reasons other than fundamental breach or persistent breaches by serving four (4) months' written notice of termination to the other party. However neither party shall exercise this right if the termination of this agreement would be manifestly unreasonable.

### **12 Consequences of termination**

- 12.1 It is agreed that (except for any insurance claims which may be ongoing in which case AT will provide such help as is necessary to the local SPI for the duration of that claim), no further fees will be payable to AT, or any services provided by AT to the Local SPI.
- 12.2 It is also agreed that following the termination of this agreement, the local SPI shall:
- a) With immediate effect, cease to use all trade names and trade marks owned by Ascension Trust and must not thereafter hold themselves out to be a representative of AT, Street Pastors or any other Related Project.

- b) Within one (1) month, return to AT all uniforms, the Coordinators Pack and all manuals, literature, letterheads or promotional material or anything else which bears Street Pastors or Related Projects' name, logos or images or which indicate any association with AT, Street Pastors or Related Projects.
- c) Not use or disclose the intellectual property including the Coordinators' Pack for any purpose other than for the work of Street Pastors and Related Projects and ensure as far as possible that no member of the local SPI management committee, their relatives, employees or Street Pastors volunteers uses or discloses the intellectual property including the Coordinators' Pack for any purpose other than for the work of Street Pastors and Related Projects

**13 Amendments to this agreement**

AT reserves the right to review and amend this agreement, including the schedules by written notice to the local SPI as and when necessary in the interests of the effective coordination and operation of Street Pastors Initiatives throughout the UK. AT shall not however make any amendments which are manifestly unreasonable.

This agreement is made on <sup>4</sup>27 day of April 20[10] between:

Members of the .....Street Pastors Management Committee.

1 Name: Rev. Jackie Gray (Chair) .....(print)  
Signature: Jackie Gray .....  
Telephone Number: 01622 851822 .....  
Email: jackiegray@hotmail.co.uk .....

2 Name: KATHERINE ROGERS .....(print)  
Signature: K Rogers .....  
Telephone Number: 07769 972857 .....  
Email: Katy.j.rogers@hotmail.co.uk .....

**Ascension Trust Chair/Trustee**

3 Name: .....(print)  
Signature: .....  
Telephone Number: .....  
Email: .....

**Ascension Trust CEO/Senior Manager**

4 Name: .....(print)  
Signature: .....  
Telephone Number: .....  
Email: .....

**Details of Management Committee**

- 1 Name: HEATHER GARDNER .....(print)  
Signature: *H Gardner* .....  
Church: ST. LUKE'S CHURCH, MAIDSTONE  
Telephone number: 07810 208630  
Email: heather.gardner@hotmail.co.uk
  
- 2 Name: GRAHAM TANNER .....(print)  
Signature: *Graham Tanner* .....  
Church: St Lukes  
Telephone number: *See over. Graham is Co-ordinator + Vice Chair*  
Email: .....
  
- 3 Name: PJ DAVIS .....(print)  
Signature: *PJ Davis* .....  
Church: Grace Church  
Telephone number: 07739 232986  
Email: PJ D & ME @ YAHOO.CO.UK
  
- 4 Name: KATHERINE ROGERS .....(print)  
Signature: *K Rogers* .....  
Church: St FAVES  
Telephone number: 07769 972857  
Email: Katy.j.rogers@hotmail.co.uk
  
- 5 Name: JONATHAN JANKOWSKI .....(print)  
Signature: *Jonathan Jankowski* .....  
Church: Grace Community Church  
Telephone number: 07944 196021  
Email: jonathon@gccmaidstone.org.uk

**Details of Coordinator**

Name ..... GRAHAM TANNER .....  
 Postal Address ..... G. FALLOWFIELD CLOSE .....  
 ..... MAIDSTONE KENT ME14 5TW .....  
 Telephone Number ..... 01622 739236 .....  
 Email ..... maidstone@streetpastors.org.uk

**Participating Churches**

A Church name ..... St. Faiths Church ..... (print)  
 Denomination ..... ANGLICAN .....

Church Leader ..... Rev. Jackie Cray .....  
 Tel: ..... 01622 851822 .....  
 Email: ..... jackiecray@hotmail.co.uk

B Church name ..... Grace Community Church ..... (print)  
 Denomination ..... Assemblies of God .....

Church leader ..... Pastor Jonathan JanKowski .....  
 Tel: ..... 01622 664940 .....  
 Email ..... jonathan@gecmaidstone.org.uk

C Church name ..... The Salvation Army Maidstone Corps ..... (print)  
 Denomination ..... Salvation Army .....

Church leader ..... Major Grayson Williams .....  
 Tel: ..... 01622 631808 .....  
 Email ..... grayson.williams@salvationarmy.org.uk

D Church name ..... St. Luke's Church ..... (print)  
 Denomination ..... Anglican Charismatic .....  
 Church leader ..... Rev. Eric Delve .....  
 Tel: ..... 01622 661169 .....  
 Email ..... admin@stlukes.org.uk .....

See over for names of other participating<sup>53</sup> churches.

St Phillips Anglican Church

Knight Rider Baptist

West Malling Baptist

Loose Baptist

Larkfield Community Church

Tonbridge Road Methodist

Bearsted Community Church

The Beacon Church (New Frontiers)

Jubilee Church Maidstone (AOG)  
South African



**Schedule 1**

**Application and Selection Procedure**

1. Applicants must be over 18 and attend a local church. They must complete the Street Pastors Application form, be CRB checked and obtain a positive reference in the prescribed format (see Coordinators' Pack) from the leader of a church of which they have been a member for the previous twelve months.
2. ALL successful applicants must complete and/or sign a **Street Pastors Confidential Declaration Form** and a **Street Pastors Volunteer's Agreement** in the prescribed format (see Coordinators' Pack).

**Transfers between SPIs**

If a Street Pastor from one SPI wishes to go out on patrol with another SPI, the management committee/coordinator of the first SPI must email the coordinator of the second SPI recommending him/her as a fit and proper person to serve as a Street Pastor and verifying that in their opinion, no additional training/counselling is needed before he/she is able to serve effectively as a Street Pastor. In the absence of such recommendation, the Street Pastor must reapply in line with the application and selection procedure set out above.

**Accountability**

On an ongoing basis, all Street Pastors volunteers are accountable to both their management committee and to the leader of their church who was their referee. If the coordinator/management committee feels that a Street Pastor may no longer be fit to serve as a Street Pastor, they should consult with the church leader and follow the prescribed Complaints Procedure (a template is included in the Coordinators' Pack).

In the event that the coordinator/management committee becomes aware that a Street Pastor is being investigated for inappropriate or criminal behaviour, they must inform the Ascension Trust Head Office within 48 hours and follow the reasonable instructions of AT management in order to manage any reputational or other risks arising.

**When a Street Pastors leaves his/her church**

If a Street Pastor leaves his/her church, he/she must immediately notify the management committee and the coordinator and explain the reasons for leaving. The management committee/coordinator must discuss the matter with the leader of the church and must satisfy themselves that the Street Pastor is still a fit and proper person to serve as a Street Pastor. They should also make contact with the leader of his/her new church, indicating that they will be asking him/her for a reference after a period of one year.

If the management committee and/or the coordinator do not feel satisfied that the Street Pastor is still fit and proper to go out on patrols or if (in their opinion) the Street Pastor has not become a member of another church within a reasonable period of time, the Street Pastor shall cease serving as a Street Pastor until such time that he/she has been a member of another church for at least one (1) year and shall then reapply in accordance with the Application and Selection procedure described above

**Schedule 2****Training Guidelines**

1. All Street Pastors volunteers must undertake the full Street Pastors' training programme set out in AT's Training Manual and must complete a minimum of fifty (50) hours of training, excluding breaks. All Street Pastors training programmes must begin with "Roles and Responsibilities" training.
2. We accept that at times, there may be additions to the training programme to take account of local conditions. AT's National Training Coordinator must be notified of all such additions before the training programme begins. Any other changes whatsoever to the training programme may only be made with the prior knowledge and approval of AT.
3. All "Roles and Responsibilities" training both in London or outside of London shall only be done by AT or AT trained and authorised trainers ("ATTs"). Local SPIs shall pay to AT a fee (currently £200) in addition to travel and subsistence expenses for the delivery of "Roles and Responsibilities" training outside of London.
4. AT or an AT trained and authorised representative ("ATR") must participate in both the official launch of the local SPI and the Street Pastors' Commissioning Service. Local SPIs shall give a gift (we suggest a minimum of £100) to any ATR in attendance in addition to travel and subsistence expenses.
5. All trained Street Pastors must receive at least one (1) refresher training course every 18-24 months. All refresher training courses must include a review of "Roles and Responsibilities". AT may from time to time provide advice and guidance as to other topics which should be covered in refresher training courses.

**Uniforms Guidelines**

All Street Pastors shall:

1. wear only the authorised Street Pastors and related projects' uniform and associated kit (such as caps, badges etc) supplied by AT when patrolling the streets,
2. return Street Pastors and related projects' uniforms and all associated kit to their local SPI coordinators within 1 month of any Street Pastor ceasing to go out on patrol in accordance with the terms of the Street Pastors Code of Conduct. Coordinators must take reasonable steps to ensure that all uniforms and associated kit are retrieved and either reused locally or returned to AT.
3. not wear any kit whatsoever with Street Pastors or related projects ' names or logos which has not been supplied by AT unless the local SPI has obtained the approval of AT's management in advance.

**Schedule 3**

**Street Pastors Patrols Procedure**

1. All Street Pastors volunteers must embrace the Street Pastors Code of Conduct and the Street Pastors ethos and follow all the directions of the Senior Street Pastor.
2. All Street Pastors volunteers going out on patrol must first meet together for prayer and a briefing;
3. No more than 20 Street Pastors should be out on patrol at any one time.
4. All Street Pastors' volunteers should ideally be in groups of 4 but shall not be in groups of less than 3. If divided, they are to be in sight and hailing distance of each other at all times. All School Pastors volunteers shall at all times be accompanied by at least one (1) other Street Pastor.
5. All Street Pastors volunteers must at all times be clearly identifiable as Street Pastors, wearing the common uniform supplied by AT. They must be equipped with the following items:
  - Notebook
  - Mobile phone
  - Information re local service providers
  - Emergency contact numbers for the Senior Street Pastor and the Police
6. Each group of Street Pastors must report back to the Senior Street Pastor at the end of the session for a debriefing. The Senior Street Pastor must complete a feedback form in the prescribed format (see the Coordinators' Pack) and submit this to the Co-ordinator within 5 working days.

**Schedule 4**

**Reports to be submitted to AT**

SPIs shall provide annual reports in the prescribed format (see the Coordinators' Pack) to AT in respect of each year to 31<sup>st</sup> December showing:

- a) The total number of trained volunteers;
- b) The total number of people helped;
- c) The total number of people signposted to other voluntary or statutory organisations;
- d) The total number of weapons and bottles collected (as well as any other items (e.g. glass) which can be used as weapons);
- d) The total income raised;
- e) Any other activities on the streets;
- f) All developments, changes or innovations planned for the year ahead;

This report must be submitted by 31<sup>st</sup> March of the following year.

**Media Guidelines**

1. AT reserves the right to engage with the media on behalf of the local SPI prior to and for twelve (12) months after the execution of this agreement. The local SPI may only engage with the media with the prior knowledge and consent of AT.
2. After the first twelve (12) months, the local SPI shall only engage with the media in accordance with the terms of the Media Policy included in the Coordinators' Pack.
3. The local SPI must notify AT of all press enquiries or press releases, comments, announcements, articles, interviews, films and documentaries published in the local media within seven (7) working days.
4. In the event that any comment is made to or by the local media of a potentially controversial nature or which may potentially give rise to conflict of any nature, the local SPI must notify AT of this within twenty-four (24) hours.

**Schedule 5**

**Websites and Branding Guidelines**

AT reserves the sole right to develop and maintain the UK Street Pastors website. The local SPI may only develop and maintain a local Street Pastors webpage within the national Street Pastors website. The local SPI shall consent to all reasonable changes to the webpage requested by AT and such consent shall not be unreasonably withheld or delayed.

The local SPI shall take reasonable steps to ensure as far as possible that no person or persons associated with the local SPI brings AT, the Street Pastors movement or Related Projects into disrepute as a result of statements made on Facebook or any other social networking site.

AT may in due course develop and introduce branding guidelines in order to protect Street Pastors and Related Projects' intellectual property and to ensure the effective coordination of Street Pastors initiatives throughout the UK and internationally. The local SPI hereby agrees to adhere to such guidelines when these are introduced, unless such guidelines are manifestly unreasonable.

End.PCS.New Licence Agreement

# Agenda Item 12

## **MAIDSTONE BOROUGH COUNCIL**

### **GENERAL PURPOSES GROUP**

**27 MAY 2010**

#### **REPORT OF THE DEMOCRATIC SERVICES MANAGER**

**Report prepared by Janet Barnes**

#### **1. ANNUAL REPORT FOR COUNCILLORS**

##### 1.1 Issue for Decision

1.1.1 To consider the Annual Report form for completion by Members.

##### 1.2 Recommendation of the Democratic Services Manager

1.2.1 That the Group gives further consideration to the content of the draft Annual Report as attached at Appendix A and whether they wish to recommend it to Council.

##### 1.3 Reasons for Recommendation

1.3.1 On 18 November 2009 this Group resolved the following:-

- i. That the Group agrees, in principle, for an Annual Report to be completed by all Members.
- ii. That Group Leaders be asked to review the proposed form with their members and that their comments/suggested changes be sent to the Democratic Services Manager by end of January 2010.
- iii. That any suggested revisions by Group Leaders be reported back to this Group in March 2010.

1.3.2 With regard to the above, Group Leaders have now reported back that they have received no suggested amendments to the proposed form.

1.3.3 The Group are asked to consider the draft Annual Report and also whether they wish to recommend it to Council for approval.

##### 1.4 Alternative Action and why not Recommended

1.4.1 It is for the Group to decide whether or not to make any amendments to the form.

1.5 Impact on Corporate Objectives

1.5.1 The introduction of a Members Annual Report will help towards the Council's objective of Customer Care and Engagement as it will provide customers with a better understanding of the work of a Councillor and ensuring that we deliver value for money, innovative and transparent services.

1.6 Risk Management

1.6.1 There are no risks associated this with report.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management


1.8 Relevant Documents

1.8.1 Appendices

Appendix A – Proposed Annual Report Form

1.8.2 Background Documents

Report of the Democratic Services Manager – Annual Report for Members dated 18 November 2009

Minutes of the General Purposes Group Meeting held on 18 November 2009

**IS THIS A KEY DECISION REPORT?**

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because: .....

.....

Wards/Parishes affected: .....

.....



# Member Annual Review Municipal Year: 2009/10



**Member Name:**

**Ward:**

**Current Term of office:**

**Telephone Number:**

**E-Mail:**

Are you in paid employment in any capacity in addition to your role as a Borough Councillor (excluding membership of other authorities)?

<b>YES</b>	<b>NO</b>
------------	-----------

If yes, please give details in the box below:

## Section 1: Attending Borough Council Meetings

Please list all meetings you have attended below:

**Meeting dates from 20 May 2009 to 18 May 2010**

Name of Committee	Number of meetings attended	Number of meetings held	Position on Committee
<b>Council</b>		<b>6</b>	

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**Section 2: Liaising with your Ward**

Please list here any organisations within the community with which you have contact. What are you doing in your Ward and have you helped resolve any major issues? (Please specify if you are acting as a member of the body or as a MBC representative):

**Section 3: Assisting Constituents**

Please set out here how you contact your constituents, if you have made a contribution in advising and assisting constituents, and/or resolving problems in the delivery of MBC services:

How did you recommend your £2,000 devolved budget be spent?

How did you make it easier for constituents to contact you (e.g. do you hold surgeries?)

How else have you made a contribution?

**Section 4: Representing the Council on outside bodies**

Please set out here any bodies to which you have been appointed by the Council or which you attend in your role as a Ward member. (Please also list any involvement with Parish Councils and membership of schools governing bodies):

Name of Organisation	Number of meetings attended	Number of meetings held each year	Nature of responsibility

**Section 5: Special Responsibilities**

Please list here any Special Responsibility for which you receive an SRA:

Responsibility	Nature of your duties

**Section 6: Learning & Development**

Please set out in this box specific training courses which you have attended to further develop your role:

Please set out in this box any conferences, seminars etc that you have attended over the year:

**Section 7: Political Group Activity**

Please use this space to give a complete picture of your Political Group activities, including attendance at Group meetings and any offices held, and/or responsibilities held within your Group:

**Section 8: Supplementary Information**

Please feel free to add any information you feel may assist in defining your role as an elected Member, or indeed any additional information you wish to add:

--

Please ensure that the section below is signed and dated by both you and your Group Leader (if appropriate):

**Signature of Member:**

**Date:**

--	--

**Signature of Group Leader:**

**Date:**

--	--