



COMMUNITY ORGANISATIONS LIAISON PANEL/WORKING PARTY (COLP)

Purpose: To provide a forum where there is efficient and effective two-way flow of communication on significant issues affecting the development of Exmouth between the Town Council and the main community organisations so that:

The Council can:

- a. Inform the community organisations in respect of Council priorities and proposals which are in the public domain
- b. Brief community organisations in respect of current and future issues in a timely way.
- c. Acquire a greater awareness of the work of the community organisations.
- d. Become better informed on community issues
- e. Consult Community Organisations on the implementation of Neighbourhood Plan policies and community actions

The community organisations can:

- f. Respond to council issues with their proposals and the reasons for them.
- g. Provide suggestions about things of which they think that the council should be aware of and explain why they are important.
- h. Respond to consultation on elements of the Local Plan which require Supplementary Planning Guidance.
- i. Respond to consultation on the implementation of Neighbourhood Plan provisions.

Councillors and COLP representatives can receive presentations on important matters relevant to the work of the Council.

This panel/working party has no decision-making powers.

Membership: Membership is limited to Councillors and representatives of designated Community Organisations.

- a. The Council shall be represented by 5 Councillors, one drawn from each Ward, with a nominated substitute to attend when necessary.
- b. Each community organisation shall be represented by 2 of its officers or a nominated substitute. A community organisation shall qualify to apply to Exmouth Town Council for membership of COLP by virtue of having:
 - i. constitutional objectives that are acceptable to Exmouth Town Council
 - ii. membership open to all residents of Exmouth
 - iii. activities that are not restricted to specific parts of the parish
 - iv. a conventional form of governance that includes elected officers and audited accounts available for inspection alongside the constitution
- c. Full Council shall review as and when necessary the membership of the Panel.
- d. Attendance shall, as a general rule, be restricted to the named members or their nominated substitutes.

Quorum: Three members

Power: Local Government Act 1972, s.142

Delegated Authority: No

1. Terms

- 1.1. Council Members shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.2. The first order of business of the first meeting of the panel/working party after its annual appointment will be to elect a Chairman. The panel/working party shall be chaired by a Councillor.
- 1.3. The panel/working party will agree annually to the dates of COLP meetings so that they fit into the schedule of Full Council meetings and enable discussion of relevant items that have been or are to be considered at the previous or forthcoming Council meetings.
- 1.4. Meetings shall not be open to the public unless the panel/working party feels it appropriate to invite the press and public for specific items.
- 1.5. Members of the panel/working party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- 1.6. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.
- 1.7. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Reporting Line

- 2.1. The notes of the panel/working party shall be submitted to Full Council.

3. Clerking, Agendas and Notes

- 3.1. The Town Clerk will arrange clerking for the panel/working party.
- 3.2. The standing agenda shall specifically include an opportunity for each of the represented community organisations to insert items of their choosing. A formal request for such items is to be circulated to all members two weeks before the next meeting.
- 3.3. Where COLP members disagree on an issue all viewpoints will be noted.

Adopted by Exmouth Town Council on 22nd May 2023