

Memorandum of Understanding between Wiltshire Council's Economic Development Service, [INSERT TOWN COUNCIL NAME] and [INSERT NAME OF TT/CoC]

Overview

This memorandum of understanding is between Wiltshire Council, [INSERT NAME OF TC] and [INSERT NAME OF TT/CoC] and is effective from [INSERT DATE]. It details the services provided by Wiltshire Council and [INSERT NAME OF TC] to [INSERT NAME OF TT/CoC] and the expected activity of [INSERT NAME OF TT/CoC] for the duration of this arrangement.

Wiltshire Council's Economic Development Service and Wiltshire Towns Programme

Through our business plan and draft economic strategy, Wiltshire Council aims to create and safeguard wonderful places to live, work and visit, nurturing local economic communities to be vibrant and welcoming.

Alongside our economic strategy, through the Wiltshire Towns Programme we have a commitment to enable communities to take a leading and lasting role in addressing the issues that negatively impact the vibrancy and vitality of their town centres. Through the programme, Wiltshire Council will support place-based business networks to deliver resilient, sustainable and competitive economies, we will also support town centre communities to identify and develop deliverable projects that support economic stability and growth.

The Wiltshire Towns Programme governing steering group members have skills and experience in economic development and regeneration, master planning and capital project delivery, heritage, arts and culture development and delivery and community engagement and activation and will utilise their expertise to provide enabling support to town teams and chambers of commerce.

Introduction to [INSERT TC NAME]

[ADD TC TEXT]

Introduction to [INSERT NAME OF TT/CoC]

[ADD TT/CoC TEXT]

Wiltshire Council Service provision

Wiltshire Council will support the **[INSERT NAME OF TT/CoC]** throughout the duration of this arrangement in the following ways:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- Be available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement.

The above list is not exhaustive, and can be reviewed throughout the project, where required.

Town Council Service provision

[INSERT NAME OF TOWN COUNCIL] Council will support the **[INSERT NAME OF TT/CoC]** throughout the duration of this arrangement in the following ways:

- Support in exploring appropriate structure options to formalise the Town Team or Chamber of Commerce;
- Support the Town Team or Chamber of Commerce to identify the issues they wish to address, and the actions needed to address them;
- Support to identify, and signposting to, funding to support the group;
- An officer available to attend meetings of the Town Team or Chamber of Commerce board on a quarterly basis;
- Support to build links with relevant stakeholders and professionals;
- Provide information, advice and support to produce relevant policies and procedures;
- Support with carrying out community engagement

Town Team/Chamber of Commerce Commitment

There is an expectation that the town team/chamber of commerce will act responsibly and dedicate sufficient volunteer time to ensure actions and projects identified are progressed.

It will be necessary to form a steering group or board, determine the aims and objectives of the town team or chamber of commerce, recruit members and form an action and delivery plan. To access funding, it may also be necessary to become an incorporated legal entity.

It is expected that the town team/chamber of commerce will hold regular board meetings and project team/members' meetings to keep them up to date with the actions/project progress, as well as calling for their input and contributions. Records of attendance, agendas and actions from these meetings shall be kept, to ensure good governance and to keep momentum with projects. The town team or chamber of commerce agrees to seek to ensure these are put in place and sustained.

If the Group decides to apply for grant funding through any routes available from the Town Council or Wiltshire Council, this must be recorded as a minuted decision of the properly constituted board. The grant funding must legitimately be spent on the services for which they were sought, and as

long as this is the case there cannot be clawback by the funders if the funds have been spent but no development achieved.

Ending this agreement

If the town team or chamber of commerce decides to cease developing their project(s) they may end this agreement by writing to the Town Council and Wiltshire Council advising of this.

Should the Town Council or Wiltshire Council feel that the project(s) identified and developed by the town team/chamber of commerce are not progressing, it may decide that support is withdrawn in order to focus resources elsewhere.

I/we agree to the above terms and conditions and have the authority to do so on behalf of the town team/chamber of commerce. I/we confirm that I/we above understand the above terms and conditions.

Signed on behalf of town team/chamber of commerce:

Name:

Position:

Date:

Signed on behalf of Town Council:

Name:

Position:

Date:

Signed on behalf of Wiltshire Council:

Name:

Position:

Date: