

## **Governing Relationship with Bankside Open Spaces Trust (BOST) Terms of Reference for the Community Garden Committee at Tate Modern under the Bankside Open Spaces Trust (BOST) Umbrella**

This document is to be used as reference for the Community Garden Committee should circumstances change, this arrangement will be reviewed.

### **1. Purpose**

- 1.1. The Group will represent the local community in the ongoing improvement, support and development of the Community Garden, and work closely with Bankside Open Spaces Trust and Tate Modern which has certain management responsibilities. The group will seek to work to support the vision and aims outlined for the community garden. BOST are working in partnership with Tate Modern (landowners) to continue to develop the space.
- 1.2. Whilst the Group will act under BOST's (in partnership with Tate Modern) over-arching umbrella and will therefore come under BOST's policies and financial systems, this does not preclude the Group from holding and voicing different opinions from those of BOST.
- 1.3. The Group will act as a focus for communication between BOST, Tate Modern, other agencies and local residents.
- 1.4. The Group will represent the interests of local people in the development and management of Community Garden. The Group will seek consensus between the different user groups on the issues that arise regarding the Community Garden.
- 1.5. The Group, BOST & Tate Modern will devise and develop specific events designed to enhance the garden and its facilities.
- 1.6. The Group may fundraise independently of BOST & Tate Modern, where the funder allows this; funding will be administered by BOST in line with its financial policies and procedures.
- 1.7. The purpose of the meetings will be:
  - To encourage involvement and ownership
  - Discussion and creative ideas
  - Transparency in decision making
  - A consultation mechanism – but not the only one
  - Wider audience – not the only one
  - Social and community building
  - Information – at the meeting, and through minutes
  - Being involved in the decision making, future planning and strategy when reviewing recent activities.
  - Encourage an environment of sociability.
- 1.8. The Group will:
  - stimulate ideas for the future development and management of the garden.
  - develop links and participation with residents in garden activities.
  - make recommendations to BOST & Tate Modern on fundraising, education and marketing issues affecting the garden.

- Assist with the organization of events for promoting and celebrating the garden.
- Encourage an environment of sociability.
- Foster an enjoyment of gardening with the garden users that visit the space.

## **2. Membership**

- 2.1. Membership of the Group is open to those living in the area who take an active interest in the garden and those willing to abide by the terms of reference of the Group and Bankside Open Spaces Trust's & Tate Modern's Equal Opportunities Policy. Prospective members should read these and agree to abide by them. The Group is therefore open to all residents regardless of gender, age, ethnicity, sexuality or status. There is flexibility by the group to co-opt members who have relevant expertise and experience by that may be useful to the development of the garden.
- 2.2. Members should be expected to provide two way representation, representing their communities and acting as custodians of the garden.
- 2.3. Representatives of the Tate Modern and BOST staff are encouraged to be members of the Group in order to represent their views and support discussion. The Community Garden Committee will be a partnership between BOST, Tate Modern, the local community and other agencies.
- 2.4. There is no membership charge.
- 2.5. Those attending the meetings are asked to give their contact details to Tate Modern staff – these will be safeguarded under the Data Protection Act and only used for the purpose of providing updates on the work of BOST/Tate Modern, related events, and matters regarding the garden or open space in question.
- 2.6. The Chair of the Group will ensure that new attendees of the meeting are given sufficient information at the start of the meeting to ensure they can participate, and arrange to talk to the new attendee outside of the meeting, directly after if possible, in order to go through the Terms of Reference and related policies and information.
- 2.7. Steering Group membership should ideally consist of:
  - Lead BOST Staff member for the garden
  - Lead Tate Modern Staff in the Regeneration & Community Partnerships department
  - Local residents
  - Local tenant representatives (e.g. Peabody)
  - BOST Trustee
  - Garden Users
  - Local schools representatives
  - Representative for Voluntary and Community groups
  - Local parent
- 2.8. If the number of members wishing to attend the meetings exceeds a number which can participate comfortably and constructively, e.g. more than 15 attendees with 12 members being the optimum number, the Group should discuss whether to restructure its membership, for example with sub-groups. A quorum of four people need to attend in order for the meeting to take place.

- 2.9. The Steering Group will have access to a lead BOST Board member. Allocated trustee BOST representative is Laura Ivill and Joseph Bonner.
- 2.10. If a member of the group does not attend, and does not send apologies or comments for a period of at least 3 meetings then a two way discussion will be arranged between the Chair and the member, to establish whether they are still able to commit to membership of the group.

### **3. Meetings**

- 3.1. The Group aim to meet once a month and less frequently if agreed, but this can be revised by the Group according to the annual programme and group availability. The group will be called Tate Modern Community Garden Steering Committee.
- 3.2. A Chair and Minute-taker will be identified by the Group.
- 3.3. Meetings should be formal, minuted and publicised in a transparent and inclusive way using available and appropriate mailings (e.g. Bankside Residents Forum, Tenants Associations and on the online archive). All publicity concerning meetings should carry Tate Modern's and BOST's logo, charity number and company number along with contact details. The meetings should encourage a social atmosphere and provide opportunities where appropriate to visit other gardens to learn from the experience and tap into other networks. An annual AGM will be organized to provide an opportunity for broader group of local people to voice opinions about the garden.
- 3.4. The Chair should make sure that the agenda and decisions to be made are clear for everyone, that participants contributing stick to time, keep an open discussion slot for any spontaneous issues, make sure background information is available for any decision making.
- 3.5. The agenda will be sent out a minimum of one week before the meeting by the lead BOST member of staff or other designated member of the Group. Agenda items should therefore be sent to them before that time or the Chair notified of any other items that have arisen *prior* to the meeting commencing. The minutes will be publically available on the garden microsite.
- 3.6. The Chair will be the lead BOST staff member or other designated member of the Group, at the Group's discretion. Training will be offered to the Chair if required.
- 3.7. The Chair will have the right to direct a meeting to be postponed if the ground rules are continually breached.
- 3.8. Minutes should be taken by someone other than the Chair. It is the responsibility of the Chair to ensure that the minutes taken reflect the meeting in such a way that those unable to attend can understand and follow what has taken place. Minutes will be sent out as soon as they are available, and certainly with the agenda if not before.
- 3.9. Minutes will provide a summary of discussion and include the names of all present and their connection with the garden e.g. Florence Brown – Local Resident and be clear for anyone that is new to the group.

- 3.10. Meetings will be held at 6pm for up to 2 hours. This may be varied at least once a year to include those who are unable to make a day/evening meeting.
- 3.11. The venue and refreshments will be organised by the lead Tate staff member or other facilitator, but with support from members of the Group whenever possible e.g. moving chairs, making tea etc.
- 3.12. Sub Groups will be set up as a short term measure to organise a specific piece of work e.g. event organisation.
- 3.13. Wider consultative mechanisms could be used in the future for the group, all discussions and comments should be brought to the group.
- 3.14. There should be other mechanisms of communications for residents such as a log book, forum on the microsite, through Bankside Residents Forum and through an Annual Party.
- 3.15. Financial reports will be brought to the group periodically to show expenditure and income relating to the Community Garden.

#### **4. Ground Rules**

The following ground rules should help to make a more effective meeting:

- i. If new members are present, the Chair will ask everyone to introduce themselves and their connection with the garden
- ii. Members should make an effort to turn up on time and the Chair will try to ensure that the meeting starts and ends on time
- iii. Members should send apologies if they are unable to attend
- iv. Members will respect and value that everyone is different and will think differently about things. We are happy that everyone is different and thinks differently
- v. Be respectful and listen to each other
- vi. Only one person should speak at a time
- vii. If you wish to speak, let the Chair know that you do by raising your hand
- viii. Do not interrupt a speaker. If you need to, ask the Chair
- ix. Use plain and simple English. Do not talk for too long, and talk as clearly as possible

- x. If you don't understand what someone is saying, please ask them to repeat it or explain it. You are probably not the only person who doesn't understand. The Chair should make sure agendas and decisions to be made are clear for everyone and that participants stick to time.
- xi. Be aware that covering your mouth when speaking might make it difficult for people to read your lips or hear what you say
- xii. Use words in full rather than acronyms, e.g. Single Regeneration Budget rather than SRB, until you are certain that everyone knows what you mean
- xiii. Be polite, don't be rude to each other. If you disagree about something concentrate on the thing you are talking about not the person involved
- xiv. Switch off mobile phones
- xv. If you have any concerns about the ground rules not being respected please speak to the Chair of the meeting.