

Arts Trail (Post Delivery) Working Group – Terms of Reference

1. The working group is a “task and finish” group established in July 2017 by Bridgnorth Town Council for the sole purpose of managing and reporting on the Bridgnorth Art Trail “Catch-me-who-can” for the set period of its duration: 2017-2022.
 - The Working Group will comprise at least 3 Members (approved by the Town Council annually) and no more than 15 members.
 - The chair of the working group should be an elected member of Bridgnorth Town Council and will act as the working party’s representative to the Council and main point of contact.
 - Once approved by the Town Council the working Group can co-opt on an annual basis non-councillors as it sees fit.
 - The quorum of the Committee shall be three Members.
 - Any balance in the Nominal Ledger at the end of the financial year will be carried forward to the following financial year (up to the end of FY 2022).

2. The Committee shall undertake the following roles and functions: -
 - Meet as required but at least once in any 4 month period.
 - Produces notes of its meetings that will be presented to the Town Council as soon as practically possible after the meeting (normally within one month of the meeting taking place).
 - Ensure that the aims of the project are maintained throughout the life of the project.
 - Provide at least 6 monthly reports on budget/ expenditure.
 - Facilitating sponsorship to fund the trail.
 - Supporting local artists to show case their work in the trail
 - Practical logistics in installing and maintaining the trail
 - Promoting the trail to boost Bridgnorth as a visitor destination.
 - Have delegated power to recommend expenditure up to 50% of the starting budget value in any one financial year, subject to confirmation by the Town Clerk or RFO (novel or significant spend should be referred to the Town Council) that the general financial regulations of the Council regarding obtaining best value are adhered to.
 - Make recommendations for Town Council approval for novel or as yet unplanned categories of expenditure.