

Bridgnorth Town Hall Improvements Working Group Terms of Reference

Background

The purpose and role of this working group

To carry out a desk top feasibility study regarding the provision of improved access and facilities (including less abled persons requirements)

Maintaining and improving standards of care and ensuring any changes are appropriate and completed in accordance with and complement the historic nature of the building.

Installation of facilities to improve the appeal of the Property for third party events.

Compile a Business Plan and Marketing Strategy for the Project (In conjunction with other Town Council Venues if so approved)

Prepare a comprehensive report for the Members and Officers of Bridgnorth Town Council to enable meaningful discussion and decisions on proposals to take place.

Roles and Responsibilities

The working group will have the following roles and responsibilities:

- provide ideas and leadership in the development of the proposed improvement programme.
- provide advice, support and assistance in the implementation of the programme if approved
- identify risks and advise on their prevention, mitigation and management
- Liaise with and assist the Town Council RFO to monitor the programme budget and expenditure if approved.

The role of the individual members of the Bridgnorth Town Hall Improvements Working Group will include:

- attending meetings as required and participating in the group's work
- demonstrating a genuine interest in the initiatives and the outcomes being pursued in the programme
- being an advocate for the program's outcomes and achievements
- being committed to, and actively involved in, pursuing the programme's aims and outcomes.

Membership

Formal membership of the Working Group will be by resolution of the Town Council.

Group Coordinator

The group will be chaired by the Group Co Ordinator [T B A] .
Meetings will be convened by the Co Ordinator.

Agenda items

All agenda items to be forwarded to the Coordinator 5 days at least prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed [via email] at least 2 working days prior to the next scheduled meeting.

Minutes and meeting papers

The minutes of each meeting will be prepared by the Co Ordinator

Full copies of the minutes, including attachments, will be provided to all members no later than five working days following each meeting.

By agreement of the group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions will be recorded in the minutes of the next scheduled meeting.

Frequency of meetings

The Bridgnorth Town Hall Improvement Working Group will meet every [TBA]

Quorum requirements

A quorum will be half the regular membership plus one.

Review

The effectiveness, progress and membership of the Bridgnorth Town Hall Improvement Group will be reviewed after 9 months.