

Task & Finish Group – Review of Quinquennial Report – Terms of Reference

INTRODUCTION:

At its meeting on 19th July 2022 (minute number 0102/2223) the Town Council

RESOLVED: that a Task & Finish Group be set up to review the recent quinquennial report.

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- The Group will comprise of up to 5 Members
 - Members should have some suitable knowledge and skill set that can deliver the aims of the group internally and be confirmed by the Town Council
 - The Group should meet no more than 3 times
 - The Group will report back to Town Council with a written report of their findings/recommendations
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The Group shall undertake the following roles and functions: -

1. Identify a chair/ leader of the Group (and a deputy).
2. Review the 2022 Quinquennial report
3. Liaise with the Outdoor & Property Manager regarding areas of concern where applicable
4. Review problem areas and report back to Town Council and the relevant Working Groups
5. Report to such groups on matters that the group consider to be urgent and could have a detrimental effect on the performance of the building
6. Consider the staff implications and resources available
7. Look to produce, in consultation with Officers, a timetable of works that contributes effectively to the aims of the relevant building working group
8. Identify from the reports items which may be costly and outside the approved annual budget for this financial year to enable Officers to include additional finance for consideration by Council and /or obtain Tenders for the required works for approval by Council.