

# Terms of Reference

## Witney Town Council Corn Exchange Working Party



### Objective

The purpose of this Working Party is to formulate a vision for the long-term future of the Corn Exchange based on current knowledge, advice from professionals, input from stakeholders and in consultation with the wider community. In particular, the Working Party should develop a costed and reasonable plan for the phase two refurbishment of the hall taking into account expected use of the facilities, needs of the current and prospective users and compliance with all legislation.

### Timeframe

The findings and recommendations of the Working Party should be presented to a full meeting of Witney Town Council by May 2020. Following agreement by full Council any work, research, investigation and actions to complete the project should be completed by May 2021 and the project in its entirety should be completed by May 2023.

### Constitution

The Working Party falls under the rules of the Town Council's Standing Orders and will only be properly constituted once the following criteria have been met:

- a) The number of Councillors on the Working Party will be decided at the time of its appointment i.e. Annual Council Meeting
- b) The Chairman of the Working Party will be appointed at its initial meeting and must be a councillor unless otherwise agreed. The Chairman should also be a member of the Working Party's parent committee, Halls and Green Spaces
- c) The Working Party must consist of at least 5 Witney Town Councillors
- d) A minimum of 3 Town Councillors must be in attendance at each meeting in order for it to be considered Quorate
- e) With the authority of the Full Council the Working Party can co-opt members of the public who have specific knowledge/expertise on the subject to assist the Working Group and/or relevant local users and stakeholders. The cost implications pertaining to any professional assistance will need to be approved by the Town Council's Policy, Governance & Finance committee.
- f) An officer of the Town Council should be present at all scheduled meetings and will prepare minutes to be presented at the next meeting of the Working Party's parent committee by its Chairman
- g) All Members of Council are to be informed of any meetings of the Working Party; and are able to attend and ask for any relevant Working Party documentation
- h) All meetings of the Working Party are to be fully accessible and open to members of the public, subject to any items of a confidential nature
- i) Meetings will be held on an ad-hoc basis with at least one in each Council cycle
- j) The timing of the meeting shall be judged as appropriate by members of the Working Party

- k) If the work of the Working Party should enter a second year, the Council can re-confirm the working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year at the Annual Council Meeting. If this should be the case, the Working Party remit should be reviewed every six months thereafter

It should be noted that the Working Party or its members cannot make decisions on behalf of Witney Town Council and any recommendations made will be subject to approval by the Halls and Green Spaces Committee and the Full Council.

Likewise, although there is funding available for a Phase Two refurbishment from Section 106 contributions and the Council's earmarked reserves, no monies or funding can be spent or committed by the Working Party or its members without delegated authority or prior Policy, Governance & Finance Committee and Full Council endorsement.