

BRUBOWL WORKING GROUP TERMS OF REFERENCE	
ITEM	DESCRIPTION
Membership	The Working Group will be made up of seven members at least three are elected councillors.
Frequency of meetings	At least once every two months.
Open to press & public	No, unless agreed by the Group from its membership.
Quorum	Three (which must include two councillors).
Chair	The Chair should be a councillor.
Governance	<p>As a working group, this group will only be advisory and cannot make any decisions or enter into any commitments on behalf of the council.</p> <p>Co-opted members will be expected to act in accordance with Bruton Town Council's Standing Orders and Code of Conduct.</p> <p>The Council will determine which members and co-opted members will serve on the BruBowl WG but the group can appoint its own sub-groups if this is deemed necessary.</p> <p>All members of the group will have voting rights</p>
Overall purpose/scope	<p>To make recommendations to the Town Council which facilitate the successful fundraising, design and build of the upgrade to the skate park at Jubilee Park.</p> <p>This Group is an advisory rather than a decision making body.</p>
Reports to	This working group will report directly to the Full Council.

SPECIFIC RESPONSIBILITIES	
1	To produce documentation which enables selection of a preferred contractor via the tendering process as set out in the Town Council's Financial Regulations and Standing Orders.
2	To assist in the selection process.
3	To coordinate raising the funds for the project in line with the Town Council's Financial Regulations and Standing Orders.
4	To assist the Town Council with liaison with the contractor before, during and post build.
5	To assist the Town Council with liaison, consultation and communication to any groups which may hold an interest in the project.
6	To assist the Town Council to manage social media.