

TERMS OF REFERENCE BRUBOWL WORKING GROUP

Membership:

The Working Group will be made up of seven members at least three are elected councillors.

Frequency of Meetings:

To meet at least once every two months. The agenda to be circulated at least three clear days before a meeting if possible.

Open to the press and 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:

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.

Co-opted members will be expected to act accordance with Bruton Town Council's Standing Orders and Code of Conduct.

The Council will determine which members and co-opted members will serve on the BruBowl Working Group but the group can appoint its own sub-groups if this is deemed necessary.

All members of the group will have voting rights.

Purpose or Scope:

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

This group is advisory rather than a decision making body.

Reports to:

This working group will report directly to Full Council.

Scope:

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 the raising of 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.

END OF TERMS OF REFERENCE.