

# WICKHAM MARKET PARISH COUNCIL

## Village Hall Modernisation Working Group



### Terms of Reference

- 1 **Objective:** To coordinate all aspects of the Village Hall Modernisation project
- 2 **Membership**
  - 2.1 The Working Group shall consist of Councillors and non-Councillors appointed at the Annual Meeting of the Parish Council each May or a subsequent full Parish Council meeting
  - 2.2 The Chairman will be a Parish Council member and will be appointed at the Annual Meeting of the Parish Council or a subsequent full Parish Council meeting.
  - 2.3 The Quorum for a meeting will be a minimum of three Working Group members.
- 3 **Meetings**
  - 3.1 The Working Group will meet as required, usually at least monthly.
- 4 **Voting**
  - 4.1 The non-Council members will have voting rights to enable them to take part in discussions and vote on recommendations.
  - 4.2 Rules & Regulations
    - The National Code of Conduct will apply to all members of the Working Group.
    - The conduct of meetings will be governed by the Council's standing orders.
    - Decisions are determined by a majority vote.
- 5 **Rights & Powers**
  - 5.1 The Working Group has no delegated powers.
  - 5.2 Reports and Proposals for decisions should be presented to the Village Hall Modernisation Committee or Full Council in the appropriate format.
  - 5.3 The Working Group may convene Special Meetings in accordance with the Council's Standing Orders.
- 6 **Responsibilities**
  - 6.1 The Working Group will be aware of the Council's ambitions regarding the design and funding of the modernisation project. The Group's responsibilities are set out below:
  - 6.2 Meet with professionals to understand the optimum way to achieve the best result within the funding envelope available.
  - 6.3 Identify works and services required for the Village Hall Modernisation, make recommendations to the Council
  - 6.4 Consult with any other group and the public about major aspects of the project
  - 6.5 Prepare and manage regular publicity regarding progress using but not limited to existing channels such as:
    - Wickham Market Website
    - Wickham Market Parish News
    - Wickham Market Social Media
    - Existing Email communication between Trustees and CIO members