

ALCESTER TOWN COUNCIL

The Greig Working Group **Terms of Reference**

The name of the organisation shall be ATC Greig Working Group. (GWG)

Aims and objectives

The GWG will consider and assess options for The Greig site to provide a facility for community activities. In particular, it will aim:

- To bring forward a top-quality facility which is energy efficient, meets quality standards and is fit for purpose.
- To work in close co-operation with Stratford-on-Avon District Council
- To collaborate with residents' groups and other organisations in Alcester.
- To provide a flexible, long term community facility to meet current & future needs.

Role of GWG

- Investigate all options for the site
- Identify potential users of the site
- Identify sources of funding (both capital and operational)
- Identify the long-term structure and management of any proposal
- Identify potential business partners
- Liaise with relevant authorities and organisations in Alcester.
- Encourage involvement from the whole community.
- Obtain professional advice as required.
- Assess the financial viability of any proposal for the site
- Report monthly to Full Council
- Prepare proposal documents for consideration at Full Council

Membership

- The members of the GWG will be elected by Full Council annually
- The Mayor and Deputy Mayor will automatically be members of the GWG
- The Town Clerk will act as administrator for the GWG
- The GWG will elect a Chair at its first meeting.
- The GWG will be quorate with at least 3 members and can meet in person or via video link or phone.
- The GWG may establish sub-groups to carry out functions specified by the group such as data gathering, consultations etc
- The GWG may co-opt additional members from the community if required

Meetings

- The GWG will meet as required
- A record of the meetings will be kept, recording main decisions and action points

Finance

- Any expenditure will be made in accordance with the Town Council's Financial Regulations.

Data Protection

- The GWG will store any data in accordance with the Data Protection Act 1998 (or subsequent legislation) under the registration of Alcester Town Council.

Dissolving the GWG

- At the conclusion of the project, Full Council will consider any further working of the GWG

These Terms of Reference were approved by Alcester Town Council on 9th January 2018.