

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 develop 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 through an agreed business case
- Identify potential users of the site
- Identify sources of funding (both capital and operational)
- Recommend to Full Council 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 as required 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 annually at the beginning of the Council year
- 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 2018 (or subsequent legislation) under the registration of Alcester Town Council.

Dissolving the GWG

- At the conclusion of the project as defined in the business plan, Full Council will consider any further working of the GWG

These Terms of Reference were approved by Alcester Town Council on 3rd November 2020.