

DRAFT Hungerford Town Council
Terms of Reference for the
Hungerford 2036 Project Team - Version 3

Name:

The name of the organisation shall be the Hungerford 2036 Project Team.

Purpose:

The purpose of the Project Team shall be to present the Neighbourhood Development Plan to the Town Council (who will ultimately sign the document off and submit it to West Berkshire Council). To present the plan may include the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the Town Council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of surveys and consultation and the production of report(s) of these in accordance with the principles of the Data Protection Act.
- Undertaking and producing the complementary material such as consultation reports and environmental assessments.
- Regularly liaise with the Town Council on progress, issues arising and outcome from the project.

Membership:

The Project Team will be made up from a wide cross-section of the community, including town councillors nominated by the Town Council.

- The Project Team will have a joint Chairman.
- A Minimum of two Town Councillors

Roles & Relationships:

- Members of the Project Team and volunteers will be covered by Town Council insurance for Public Liability and Employer's Liability whilst undertaking the activities listed in these Terms of Reference. The Joint Chairman will liaise with the Town Clerk to ensure that terms of the insurance are not breached.
- The Project Team via its Town Council members will provide a regular report to the Town Council, for endorsement.
- The Town Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- The Project Team will have meetings dedicated to briefing all councillors on progress and next steps to ensure co-ordination and consultation. These meetings will be at least every 4 months as a minimum. Meetings to be called by Mayor or Project Team.
- All Project Team members will abide by the principles and practice of the Hungerford Town Council Code of Conduct including declarations of interest.

- Any conflict within the Project Team shall be referred to the Town Council for resolution.

Meetings:

The Project Team will meet regularly nominally every three weeks, or as may be required.

- At least three clear days' notice of meetings shall be sent to members (cc to the Town Clerk), generally by e-mail.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The project team meeting will require at least three members to be present to continue.
- The secretary shall keep a record of meetings and circulate notes to Project Team members and the Town Council in a timely fashion. These will be displayed on the Town Council website.
- Meetings of the project team will be private, Town Councillors are welcome to attend as observers.
- Public consultation and engagement are vital to the success of the project. Public update meeting will be held as appropriate but at least every four months.
- All agendas, minutes etc shall be copied to the Town Clerk.

Working Groups:

- The Project Team may establish such working groups as it considers necessary to carry out the functions specified by the Project Team.
- Each working group should have a lead person.
- Working Groups will carry out duties specified by the full Project Team.
- The make-up and purpose of working groups (including volunteers) will be regularly reviewed by the full Project Team.

Finance:

- All grants and funding will be applied for and held by the Town Council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- The Project Team will produce a detailed budget of expenditure to be agreed by the Town Council in line with Council practice.
- The Project Team cannot make any financial decisions on behalf of the Town Council. All expenditure will be approved in line with council standing orders
- Substantial decisions, such as contracting a consultant, must have the prior approval of the full Town Council. The full Town Council will also need to approve the terms and conditions of any contract.
- Any commissioning of funds from other bodies must be undertaken by the Town Council.
- The Responsible Financial Officer of the Town Council shall keep a clear record of expenditure.
- Invoices will be made out in the name of Hungerford Town Council who will pay them in accordance with the Council's procedures.

Dissolving the Project Team:

- At the conclusion of the Neighbourhood Development Plan project the Town Council and Project Team should discuss any future working of the Project Team. The Town Council reserves the right to dissolve the Project Team by a resolution of the full Town Council.