

Hungerford Town Council
Terms of Reference for the
Hungerford 2036 Project Team
(adopted 5/4/2018 by PT and approved by HTC 8th May 2018)

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 complimentary material such as consultation reports and environmental assessments.
- Regularly report back to the Town Council on progress, issues arising and outcome from the exercise.

Membership:

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

- At the first meeting, the Project Team will elect a Chairperson and a Vice Chairperson.

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 Chairman and Vice 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.
- It is expected that all Project Team members 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 shall normally meet monthly (but every two months as a minimum), 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, and posted publicly.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- 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.
- All meetings of the Project Team shall be held in public and be open to the public.
- 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 12-month detailed budget of expenditure to be agreed by the Town Council.
- The Project Team cannot make any financial decisions on behalf of the Town Council. However, the Town Council can delegate authority to The Clerk (in consultation with the Mayor) to approve budgeted payments. These must be clearly minuted. Large items (over £1000) shall be placed on the Town Council Agenda for approval.
- 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 funded expertise 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.