

Winsford Town Council
Brunner Guildhall Project Steering Group
DRAFT Terms of Reference

Key Objective:

To oversee the management of the project designed to restore the Brunner Guildhall Winsford.

Scope:

The scope of the Steering Group is to: -

- Manage the restoration project of the Brunner Guildhall in Winsford
- To appoint the necessary consultants and professionals required to complete the project
- To receive reports from all members of the project team
- To liaise with funding bodies, where necessary, in relation to the completion of the project
- To oversee the creation of a project plan and to hold those responsible for delivering the plan to account

Timescales

The Steering Group will meet as required and special meetings will be held to focus on particular issues as per the timescales set out above.

Membership

Membership of the group will comprise town councillors others from Winsford and elsewhere when required. Winsford Town Council staff will also be members of the group.

Methodology

Membership of the working group will consist of five town councillors – the Mayor; Chair/Deputy Chair of Finance; and two other nominated Town Councillors. The Town Clerk and the Project Support Officer will also attend. Representatives of the community will also be invited to attend the group as the project develops, specifically those who are likely to use the building following restoration.

The meeting will be chaired by a town councillor.

The Steering Group will be serviced by Winsford Town Council who will also be responsible for agendas, minutes and venues.

Meetings will take the form of an open, interactive forum with discussion based around agreed agendas.

Governance

It is anticipated that the working group will report to Winsford Town Council as the body commissioning the project.