

Terms of Reference

Brunner Guildhall Working Group

Purpose

The Brunner Guildhall Working Group is established by Winsford Town Council to support the long-term sustainability, governance and community use of the Brunner Guildhall. The Group shall operate in an advisory capacity and make recommendations to the Council through the appropriate committee structure and Full Council.

Objectives

The objectives of the Working Group are:

- To consider options for the future governance and management of the Brunner Guildhall.
- To explore the potential establishment of an independent Charitable Incorporated Organisation (CIO) or other suitable governance vehicle.
- To engage with community organisations, residents, stakeholders and other interested parties regarding the future of the Guildhall.
- To identify and explore opportunities for external funding, partnerships, sponsorship and investment.
- To develop a long-term vision and strategic plan for the building and its activities.
- To promote community ownership, participation and increased use of the Guildhall.
- To make recommendations to Winsford Town Council regarding governance, management arrangements, funding opportunities and future development.

Membership

The membership of the Working Group shall comprise:

- Three Town Councillors appointed by Winsford Town Council.
- Three Community Representatives.
- Up to three representatives from other organisations with a relevant interest, expertise or connection to the Guildhall.

Appointments to the Working Group shall be made through an open Expression of Interest process approved by the Council.

The Council shall seek to ensure that the membership reflects a broad range of skills, experience and community interests.

Membership shall normally be reviewed annually.

Chairing and Administration

- The Chair shall be appointed from among the Town Councillor members.
- A Vice-Chair shall be appointed from the Community Representative members.
- Administrative and clerking support shall be provided by the Town Clerk or their nominated officer.
- The Chair shall be responsible for facilitating meetings, ensuring orderly discussion and reporting recommendations to the Council.

Meetings

- The Working Group shall meet at least quarterly.
- Additional meetings may be convened by the Chair where necessary to progress specific items of work.
- Meetings may be held in person, virtually, or as hybrid meetings where appropriate.
- Agendas and supporting papers shall be circulated in advance of meetings.

Powers and Responsibilities

The Working Group:

- Shall operate solely in an advisory capacity.
- Shall have no delegated decision-making authority or budgetary powers.
- May gather information, undertake research and engage with stakeholders relevant to its objectives.
- May invite attendance from specialist advisers, community groups, funding bodies or other stakeholders as required.
- May establish task-and-finish groups to undertake specific projects or areas of work.
- Shall work collaboratively, constructively and transparently in pursuing its objectives.

Reporting Arrangements

- Recommendations of the Working Group shall be submitted to the relevant committee of Winsford Town Council and, where appropriate, to Full Council for consideration.
- The Group may provide written progress reports, presentations or briefing notes as required.
- The Council shall retain responsibility for all decisions arising from recommendations of the Working Group.

Principles of Operation

In carrying out its work, the Working Group shall:

- Promote openness, transparency and accountability.
- Encourage community engagement and participation.
- Consider the long-term sustainability of the Guildhall.
- Support partnership working across the public, voluntary and private sectors.
- Act in the best interests of the community and the future preservation and development of the Brunner Guildhall.

Review

These Terms of Reference shall be reviewed by Winsford Town Council annually, or sooner if required, to ensure they remain fit for purpose and aligned with the Council's objectives for the Brunner Guildhall.