

Our ref: MB/BGHWG/3

Your ref:

Date: 19th August 2026



To: All Members of Winsford Town Council
Members of the public

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING

Dear Councillor

You are invited to attend a meeting of the **Brunner Guildhall Working Group** to be held in **Room G1, Wyvern House, Winsford CW7 1AH** on **Monday 24th August 2026 at 6.30pm.**

PLEASE NOTE VENUE FOR THE MEETING.

Yours sincerely

Mark Bailey
Town Clerk/Finance Officer



*Cheshire West and Chester
Local Council of the Year*

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AGENDA

1. WELCOME

The Town Clerk will open the meeting and welcome everyone present. A summary of the purpose of the Working Group will be provided.

2. MEMBERSHIP

To agree membership of the Working Group – there will be nine members in total.

As agreed by the Town Council on 20th July 2026, the membership shall be made up of the following.

- Town Councillors (3)
- Community Representatives (3)
- Representatives from other organisations (3)

Town Councillors should be proposed and seconded by those councillors present.

Any expressions of interest from community representatives or representatives from other organisations should be submitted to the Town Clerk via mail@winsford.gov.uk prior to the meeting.

3. ELECTION OF A CHAIR

The Working Group is asked to agree to a Chair for the meeting – as agreed by the Town Council on 20th July 2026, this should be an elected Councillor.

4. ELECTION OF A VICE-CHAIR

The Working Group is asked to agree to a Vice-Chair for the meeting – as agreed by the Town Council on 20th July 2026, this should be a member of the public.

5. TERMS OF REFERENCE

To note Terms of Reference for the Working Group as agreed by the Town Council on 20th July 2026. **(A)**

Members are asked to note the following: -

- That working groups do not have the power to make decisions or to spend money - they act in purely advisory role.
- The working group can gather information and input from a range of sources depending on the nature of the working group.
- Working groups will make recommendations to Council.
- The role of the Council will be to consider and question the recommendations put to it by the working group before a decision is taken.
- A working group will be accountable to the Council.

- The working group must provide the Council with as much information as possible to ensure that an informed decision is made.
- Working groups will not have budgets - that will remain with the Council.
- Working groups tend not to meet in public but this can be up to the working group itself.
- Members must follow the Code of Conduct and make any declarations required.
- All working groups will abide by the policies of the Town Council

6. ISSUES TO BE CONSIDERED BY THE WORKING GROUP

The Working Group is asked to consider the following issues: -

- To consider the establishment of a Charitable Incorporated Organisation (CIO) and Trust to manage the Brunner Guildhall and its renovation. This will include the following:
 - To draft a constitution
 - To register with the Charity Commission
 - To recruit people to run the organisation
 - To establish governance and funding structures

7. ANY OTHER BUSINESS

Any other business relating to the event can be raised under this agenda item.

8. DATE OF NEXT MEETING

To agree a date, time and venue for the next meeting of the Working Group.