



## OTTERY ST MARY TOWN COUNCIL TERMS OF REFERENCE

For:

### THE OTTERY ST MARY REGENERATION WORKING GROUP

Status:

- The OSM Regeneration Working Group ('the Working Group') is an ad hoc working group set up by Ottery St Mary Town Council ('the Town Council') and will function in accordance with the Town Council's general arrangements for working groups.
- The Working Group is chaired by a town councillor selected by the Town Council among the nominated councillors in the group.

**Duration:** for a period expiring on **31<sup>st</sup> March 2019**

- The Working Group shall be constituted for a period not to exceed beyond the 31<sup>st</sup> March 2019 or on an earlier termination date if required by the Working Group or the Town Council.

**Objectives:**

- To advise the Town Council on implementation, strategy, prioritisation, budgetary & resource implications and to progress and implement the Town Council's decisions on projects 9, 10 & 11 of the Neighbourhood Plan. ( see 'Projects' as attached).
- To report regularly to the Town Council in such matters.
- To directly carry out projects or provide strategic direction & oversight for those projects delegated to sub groups.

**Composition:**

- The Working Group may comprise of up to a total of six (6) combined invited parishioners and invited business community representatives.
- The Working Group may not have less than three (3) invited parishioners.
- The Working Group may comprise of up to a total of three (3) combined nominated Town & District Councillors.
- Representatives of other organisations can also be invited to be members at the Chair's discretion.

**Powers:**

- The Working Group has no power to commit the Town Council either financially or in principle.
- The Working Group has no decision making capabilities.
- The Working Group may only act in an advisory capacity to the Town Council.
- The Working Group may liaise with other local or county councils.
- The Working Group may consult with authorities and organisations.
- All members of the Working Group must be familiar with its Terms of Reference.

**Expenses:**

- The Working Group has no budget. Prior approval of reasonable expenses to be incurred in the course of the Working Group's work should be given in the first instance by the Town Council Clerk and then processed by the Town Council Clerk accordingly.

**Data:**

- The Working Group may undertake such surveys as it requires, these should be coordinated with the Town Council & other groups to ensure that any surveys are conducted efficiently and minimise disruption to community households.
- All information collected is to be made available to the Town Council.

**Remit & Reporting:**

- The Working Group is to review existing Projects 9, 10 & 11 of the Neighbourhood Plan arrangements in the area.
- The Chairman of the Working Group will regularly submit a short report to the Town Council.
- The Group shall report to the Neighbourhood Plan Working Group through forwarding a copy of notes and a regular update on project progress.
- with regard to the demographics of the community, the Working Group is to identify Projects 9, 10 & 11 of the Neighbourhood Plan requirements of the community and regard may be had to the surrounding area in order to achieve economies of scale.
- The Working Group is to consider the demographics of the community and produce written proposals which could meet the Projects 9, 10 & 11 of the Neighbourhood Plan needs of various community groups.
- If the proposal is to include a funding requirement an initial report must be received by the 1st November 2019 following the creation of the Working Group. These funding proposals must detail:
  - The timescale of the proposals.
  - An assessment of risk
  - Details of what is involved
  - Details of how the project may be terminated
  - The amounts involved
  - Who will be involved and how the project will be managed
  - If full or partial funding is required
  - What other funding is being sought
  - How will the community benefit
  - What sections of the community will benefit e.g. children, teenagers, etc.
  - If funding is provided, the conditions regarding regular reporting from the organisation or Working Group will be required.
  - This reporting will include financial returns and detailed accounts as to how the funds have been utilised
  - Audited accounts may be required depending upon the size and timescale of the project.

**Approved by Ottery St Mary Town Council at the Full Council Meeting held on 2<sup>nd</sup> July 2018**

