

Ware Town Council

Town Centre Improvements (inc Christmas Lights)

Working Group Terms of Reference

The working group will be known as the Town Centre Improvements (inc Christmas Lights) Working Group (TCI) and will be responsible to Ware Town Council (WTC).

Role and Purpose

The role of the TCI working group will be to carry out all necessary investigations to allow it to put forward impartial, comprehensive and feasible proposals, with recommendations or options, to WTC for the completion of the projects falling within its remit. Its purpose:

- **To develop Ware town centre as an attractive and vibrant location in which the community can live, work and play.**
- **To help Ware's independent business community thrive and grow.**
- **To celebrate Ware's unique heritage and personality through its built environment.**

Once approved by WTC the working group will have delegated authority for the delivery of its projects.

At all times members of the TCI are guided towards achieving value for money.

Specific working group objectives:

1. To identify practical interventions that WTC can make to improve the town centre street scene (eg improved wayfinding, street furniture, tree planting etc).
2. To foster relationships with third party organisations to maintain the quality and condition of the town centre (eg Ware in Bloom, GSK Orange Days etc).
3. To consult with residents and businesses about the future of the town centre's Christmas lighting and use the feedback to develop proposals for delivery over the coming years.
4. To develop legacy proposals for the condemned Christmas lanterns, to ensure they are preserved as part of Ware's history.

Membership

The working group will comprise of:

Councillors

- Thomas Day (Chair)
- Barney Bryant
- Graeme Hill
- Damien Scully
- Victoria Shaw
- Andrew Zsibrita

WTC Officers

- Terry Philpott – Chief Executive and Town Clerk
- Sarah Fenton – Communications, Marketing & Town Centre Projects Manager
- Sean Higgins – Responsible Financial Officer (as required)

External Members

- Cheryl Wallis – Ware Remembered

Roles and Responsibilities

Cllr Thomas Day – Working Group Chair

Terry Philpott – Overall project coordination and meeting management

Sarah Fenton – Public communication (as required)

Sean Higgins – Tender management, budgetary control and financial reporting

Meetings

All meetings will be chaired by Cllr Thomas Day. In the absence of the Chair the group will appoint a temporary Chair for that meeting.

A meeting will be deemed quorate when three members of the TCI are present.

Decisions will be made by consensus (ie members are satisfied with the decision even though it may not be their first choice). If this is not possible, the final decision rests with the Chair of the TCI.

Members of the working group may express views for consideration via email if they are not able to attend the meeting.

Meeting agendas and papers will be provided by the Town Clerk.

The meeting will generate an action log and decision log which will be circulated after the meeting.

Meetings will be held as required, either in person or via video conference. As much notice as possible will be provided. However, the nature of the projects may require meetings to be held at short notice to allow them to continue in a timely manner.

If required, subgroup meetings will be arranged at a time convenient to subgroup members. Where it is not possible to convene a meeting, decisions may be made via email at the discretion of the Chair and Town Clerk.

Reporting Timetable

The TCI will provide a report of its work:

- At each Full Council meeting, based on the agreed WTC schedule.
- At additional Full Council meetings, as requested, when decisions are required outside the remit of the TCI Terms of Reference.

Public Communications

Public communications may be created by any members of the TCI. However, they must be approved by the Town Clerk/Communications Officer to ensure consistency of messaging.

Delegation of Authority

The Town Clerk will have the same level of authority as with other matters related to the running of the Council as defined in the scheme of delegation.

Procurement thresholds are in accordance with WTC policies.

Contracts may only be issued by the Town Clerk's office, and these are to be in accordance with existing WTC policies.

The project group may seek funding from sources that are deemed relevant to the project.

The TCI may make decisions of a non-financial nature that do not materially change the intention and spirit of previously made decisions.

Revisions to the Terms of Reference

WTC may revise or amend these Terms of Reference at any time subject to the revisions being in writing and given to the Chair of the working group.

WTC will have the power to dissolve the TCI or alter the structure of its membership at any time by majority vote at a formal meeting of Full Council.

The TCI will remain in operation until such time as its projects are complete and returned to day-to-day operational control of WTC.