

NORA GRACE HALL WORKING PARTY

TERMS OF REFERENCE

1 Status

The Nora Grace Hall Working Party ('the Working Party') is a working party of the Buildings, Assets and Infrastructure Committee ('the Committee'). The Working Party may make recommendations to the Committee, or if the issue being addressed is pressing, the recommendations can be made directly to the Council subject to the prior approval of the Chairman of the Buildings, Assets and Infrastructure Committee.

It has no authority to make decisions on behalf of the Buildings, Assets and Infrastructure Committee or the Council.

The Working Party was established at the Ordinary Council meeting on 19th July 2021.

2 Objective

The objective of the Working Party is to guide the Nora Grace Project, an on-going project of Tring Town Council whose aim is to build a new public building to replace the ageing Nora Grace Hall.

The Working Party will be responsible for putting recommendations to the Committee or Full Council for the on-going development of the Project.

3 Membership

The number of members and the bodies to be invited to nominate members shall be specified by the Committee, with the following guidance:

- Members of Tring Town Council (at least 1 member of the Council)
- Representatives of Tring Together (up to 2)
- Up to **2** other representatives of the community who can provide long term expert advice and guidance in areas such as:
 - o Project management
 - o Design and planning skills
 - o Financial skills
 - o Public body fundraising.

The Committee after it has appointed the members of the working party will appoint the Chairman of the working party.

All members of the Working Party must abide by the Council's code of conduct.

4 Meetings

The Nora Grace Hall Working Party is permitted to determine the number and time of its meetings until the date of the first meeting of the Committee after the next Annual Council Meeting (if still in existence at that time).

The Buildings, Assets & Infrastructure Committee or the Council will determine the place, notice requirements and quorum for a meeting of the working party, which shall be no less than three.

A Councillor on the working party will have voting rights, each organisation represented on the working party shall have one vote only. If a non-councillor has been invited onto the working party in his/her own right, he/she will have one vote.

5 Working Party Recommendations

In formulating recommendations for the Buildings, Assets & Infrastructure Committee or the Council, the Working Party must be mindful of:

- The constraints within which the Town Council as a corporate body must operate and the responsibilities to the electorate