

Terms of Reference: Steering Group for New Community Hall

(Interim - subject to review by the new Steering Group)

1. Purpose of the Steering Group The Steering Group (SG) is established to oversee and facilitate the planning, development, and implementation of a new community hall project. It will serve as the main advisory body to Poundstock Parish Council (PPC), guiding the project from conception through completion, ensuring it reflects the wishes of the community.

2. Objectives

- Develop a clear vision and plan for the new community hall that aligns with community needs.
- Oversee the design, construction, and completion of the project within agreed timeframes and budgets.
- Engage and consult with key stakeholders including residents, local authorities, funders and other community groups.
- Secure funding and manage financial aspects related to the project as approved by PPC.
- Ensure the hall is designed and built to be sustainable, inclusive, and functional for multiple community uses.

3. Scope of Responsibilities

- **Strategic Oversight:** Provide strategic leadership and direction for the project.
- **Project Planning:** ensure a project plan is created, outlining key milestones, timelines, and responsibilities.
- **Financial Management:** Oversee budgeting, fundraising, and financial control to ensure project sustainability. All financial recommendations must be ratified by PPC and all funds will be retained by PPC until such time as they need to be released.
- **Stakeholder Engagement:** Facilitate communication and consultation with community members and relevant stakeholders.
- **Risk Management:** Identify and mitigate potential risks throughout the project lifecycle.
- **Decision Making:** Make key recommendations to PPC on design, contracts, and other critical matters.

4. Membership

The Steering Group will consist of:

- **Membership:** The Steering Group will be made up of ten members, with not less than two and not more than four Poundstock Parish Councillors.
- **Chairperson:** The official responsible for leading the group will be elected by a majority of the Steering Group. Only lay candidates (ie, not Councillors) will be eligible.
- **Vice-Chairperson:** To assist the Chairperson and take on their responsibilities in their absence. This person may be a Councillor but can only assume the role of Chair on a temporary basis until the Chair returns or a new Chair is elected.
- **Secretary:** Responsible for administrative duties, including minutes, scheduling meetings, and correspondence.

- **Other members:** Representative from the local community, local government, relevant experts (e.g., architect, project manager), fundraisers etc will be welcome.

5. Roles and Responsibilities of Members

- **Chairperson:** Leads the group, facilitates meetings, and ensures actions are completed.
- **Vice-Chairperson:** Supports the Chairperson and fills in when necessary.
- **Secretary:** Organises meetings, takes minutes, and ensures information flow.
- **Other members:** Contribute expertise, represent community interests, and help in making recommendations to PPC.

6. Meetings

- **Frequency:** The Steering Group will meet monthly or more frequently if required.
- **Zoom/Teams:** Meetings may take place electronically by majority consensus to ensure flexibility and convenience for members.
- **Quorum:** A quorum will be met when at least half of the members, including either the Chairperson or Vice-Chairperson, are present.
- **Minutes:** All meetings will be documented, and minutes circulated within two weeks of the meeting.

7. Decision Making

- Decisions on recommendations for PPC will be made by majority vote, with the Chairperson holding a casting vote in case of a tie.
- Any legal matters, requests under the Freedom of Information Act (2000) or similar enquiries must be referred immediately to the Clerk of PPC.

8. Reporting

- The Steering Group will provide regular updates to the wider community and relevant stakeholders, including financial updates and project progress, through the formal meeting of PPC at least once a month and more frequently if necessary.

9. Timeframe

- The Steering Group will remain active until the project's completion or until the hall is operational, whichever comes first.

10. Dissolution

The Steering Group will be dissolved upon successful completion and handover to the community hall project, or if the project is terminated by mutual agreement of the members or at the discretion of Poundstock Parish Council for any other reason.