



WELLINGTON TOWN COUNCIL TERMS OF REFERENCE

Group Name	Kings Arms Working Group		
Lead Officer(s)	Town Clerk Community Connect Champion		
Membership	Two Councillors Managing Director, Falcon Housing Bob House, Churches Together		
Reports To	Community		
Date of Adoption	May 2024	Review Due	May 2025

1. Purpose

- 1.1. To support the Town Clerk and Council staff in delivering a Community Hub on the ground floor of the former Kings Arms Pub.
- 1.2. To consider and make recommendations in relation to how the hub should be used.
- 1.3. To consider and make recommendations for how the hub should be laid out and how any work should be funded.
- 1.4. To consider and make recommendations for the most appropriate management model for the hub e.g. charity, CiC, Town Council etc.

2. Structure

- 2.1. The DWG is a task and finish group and will remain in place until 31 March 2025 at the latest.
- 2.2. It will make recommendations to the Community Committee or if necessary, to Full Council.

3. Spending Authority

3.1. The Group has no delegated authority to incur expenditure. Any requests for expenditure must be by way of a recommendation to the Community Committee or Full Council.

4. Reporting

4.1. The Group shall, by way of presentation of notes and action points, report to the next Community Committee meeting after each meeting.

5. Membership

5.1. The Group shall comprise of two Councillors, to be appointed by the Community Committee, plus the Managing Director, Falcon Housing and Bob House, Churches Together.

5.2. The Group must appoint a Chairman at its first meeting.

6. Operation

6.1. The Group has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.

6.2. Meetings shall be held once per month but more regularly if it deems it necessary.

6.3. As a working group is not a formally constituted committee of the Council, the normal legal requirements in relation to publication of agenda, admitting the press and public to the meetings and the publication of minutes will not apply. However, any action points agreed will be noted and circulated to group members.

6.4. The Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.

6.5. The Town Clerk and Community Connect Champion will attend all meetings.