

Membership & Terms of reference for John Bowen Gallery Review Working Group 2023

Agreed at meeting of C&TP & TH&F.....

The Working Group for the John Bowen Gallery Review has no power to spend any budget that might be agreed by the Community & Town Promotion or Town Hall & Facilities Committees & as such this Working Group is not bound by local government legislation with regard to the convening or publication of meetings held.

1. Membership

- 1.1 Membership will consist of members of Malmesbury Town Council, and other interested individuals by resolution of the Community & Town Promotion (C&TP) & Town Hall & Facilities (TH&F) Committees

TBC

- 1.2 The chairman will be elected at the first meeting of the working group.

2. Meetings

- 2.1 Meetings will be arranged by the Chair and will notify other members accordingly.
- 2.2 In the absence of the Chairman, meetings will be chaired by another elected chairman for that meeting.
- 2.3 Notes will be taken at the meetings for future reference and circulated to all members of the Working group.

3. Purpose/Governance of the Working Group

- 3.1 To consider Hirers – are we accepting booking from outside of the local area. What is an acceptable distance?
- 3.2 To consider the frequency of hirers – can we/should we accept one organisation more than once a year?
- 3.3 To consider Type of art – do we want to review the quality or type of art?
- 3.4 Should hire fees be increased
- 3.5 To consider the commission taken by MTC
- 3.6 Should we keep a period free at a certain time for example for an arts festival?
- 3.7 Should we get feedback from our hirers about the service they receive/could we improve anything
- 3.8 To consider promotion/advertising of the Gallery
- 3.9 To report to C&TP & TH&F regularly requesting expenditure which may be incurred.
- 3.10 All Members of C&TP are able to attend meetings of the Working Group and ask for any relevant documentation.
- 3.11 To ensure that MTC staff are kept up to date with developments of the event.
- 3.12 Any requests for action by MTC staff is made at the earliest opportunity.