

# **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

***Cllr Catherine Doody***

***Cllr F Vandelli***

***Cllr K Power***

***Cllr P Smith***

***Cllr Ray Sanderson***

***David Drake (Caerbladon)***

***Karen Drake (Caerbladon)***

- 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.
- 2.4 Meetings can be held remotely or in person or a combination of both.

## **3. Purpose/Governance of the Working Group**

- 3.1 To consider locality of Hirers
- 3.2 To consider the frequency of hirers
- 3.3 To determine Gallery Hire Fees and Commission to be taken if sales administered by TIC
- 3.4 To determine periods of time for Malmesbury based events to have 'set aside' use of the Gallery (at usual hirers rate)
- 3.5 To create a method of feedback from hirers on service received and/or improvements that could be made.
- 3.6 To create a Mission Statement of the purpose of the John Bowen Gallery
- 3.7 To consider promotion/advertising of the Gallery
- 3.8 To report to C&TP & TH&F regularly, requesting expenditure which may be incurred.
- 3.9 All Members of C&TP & TH&F are able to attend meetings of the Working Group and ask for any relevant documentation.
- 3.10 To ensure that MTC staff are kept up to date with developments of the group and its outcomes.
- 3.11 Any requests for action by MTC staff is made at the earliest opportunity.
- 3.12 To redesign booking form