

Terms of Reference for High Street Gallery Project (Draft)

Agreed at meeting of C&TP / /2021

The High St Gallery project is to further promotion of the Town and to support our local arts community. The exact work will be determined by the working party and brought back to Community and Town Promotions Committee for agreement.

The Working Party project has no power to spend the budget that has been allocated to the event by the Community & Town Promotion Committee & as such this Working Party 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 Committee:

Cllr. Catherine Doody; Cllr. Erica Whatton; Cllr. Fran Vandelli; Others may be invited to be part of the working group if required.

1.2 The lead/ chairperson will be Cllr Catherine Doody, following on from recent survey and preparation work she has already carried out in the High St to ascertain if there is support for this project.

2. Meetings

2.1 In the absence of the Chairperson, meetings will be chaired by another elected chairperson for that meeting.

2.2 A 'wash-up' meeting will be held after the event/ work completed to review the same and will report to Community & Town Promotion Committee with the outcome and recommendations for improvements, should they be required.

2.3 Notes will be taken at the meetings for future reference and circulated to all members of the Working party.

3. Purpose/Governance of the Working Party

3.1 To co-ordinate events taking place during the 'Tunnels' project.

3.2 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.

3.3 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.

3.4 To ensure that MTC staff are kept up to date with developments of the event.

3.5 Any requests for action by MTC staff are made at the earliest opportunity.

3.6 To complete a Risk Assessment for any event, if appropriate.

3.7 To ensure all relevant permissions/licenses are applied for (ie road closures, parking suspensions, performing rights, DBS checks), if appropriate.