

SOUTH WAIRARAPA DISTRICT COUNCIL

23 APRIL 2014

AGENDA ITEM C11

MARTINBOROUGH TOWN HALL WORKING GROUP STRUCTURE

Purpose of Report

To recommend changes to the membership of the Martinborough Town Hall Working Group.

Recommendations

Officers recommend that Council:

1. *Receive the information.*
2. *Amend section 2 "Membership" to that as described in appendix 2*

1. Executive Summary

The Martinborough Town Hall Working Group was set up under the following resolution:

Martinborough Town Hall Working Group

P&F RESOLVED (P&F2012/33):

1. To receive the information.
2. That a Working Group is formed that has the required structure and representation that could make direct recommendations to Council.
3. That membership of the above Working Group be as follows:
 - a. 2 councillors, 2 community board members, 1 MADCAP member, 1 Martinborough Business Association member, 1 community youth, 5-6 submitters/interested citizens.
4. That the chair and a deputy chair be appointed by Council.
5. That Council provide secretarial services.
6. That a Terms of Reference be drawn up.
(Moved Cr Gray /Seconded Cr Craig) Carried

This group is an advisory group on the Town Hall Project.

Attached as Appendix 1 is the TOR referred to in the resolution.

Attached as Appendix 2 is the proposed new structure as recommended by the MTHWG.

MTHWG are recommending this changed structure as more suited to delivering the requirements of the project going forward.

MTHWG have not recommended any other changes to the terms of reference.

2. Financial Implications

There are no financial implications as this is an advisory group.

3. Appendices

Appendix 1 – TOR for Martinborough Town Hall Working Group

Appendix 2 - Proposed Martinborough Town Hall Working Group Structure

Contact Officer: Paul Crimp, Chief Executive

Appendix 1 - Terms of Reference for Martinborough Town Hall Working Group

TERMS OF REFERENCE FOR MARTINBOROUGH TOWN HALL WORKING GROUP

1. Purpose

To outline the membership, roles, responsibilities and expectations for the Martinborough Town Hall Working Group (The Working Group).

2. Membership

The Working Group is to comprise:

- 2 Councillors from the Martinborough Ward.
- 2 Members of Martinborough Community Board.
- 1 Member of MADCAPS.
- 1 Member of the Martinborough Business Association.
- 1 Youth from the Martinborough community.
- 5 Martinborough residents – where possible this should include submitters to the Future of the Martinborough Town Hall Consultation process.

3.1 Chair and Deputy Chair

A chair and deputy chair are to be elected by the Working Group and then confirmed by Council resolution.

4. Role

The role of the Working Group is to:

- Develop plans for the refurbishment of the Martinborough Town Hall.
- Raise funds from the community and funding organisations to meet the cost for the planned refurbishment.
- To communicate regularly with Council and the community, particularly in regard to planning and fundraising progress.
- Maintain a record of meetings.
- To receive funds into the account managed by Council; to disperse funds by resolution from the account managed by Council.

5. Responsibilities

The Working Group is responsible for ensuring that the community's best interests are served by the recommendations submitted to Council. The Working Group will provide reports to Council through one of the Council members who is a member of the Working Group. Fund-raising activities

will be coordinated by the MTH Working Group and liaison will be maintained with the initiators of fundraising initiatives and Council.

6. Expectations

The Working Group will liaise with the Chief Executive Officer, or where appropriate, the Group Manager, Infrastructure and Services. Frequency of meetings is to be determined by the Working Group and meeting dates, times and agendas are to be co-ordinated by the Chairperson with secretarial assistance provided by Council. The Working Group is advisory and has no executive authority. It will put in place protocols and mechanisms that will ensure the effective running of the Working Group meetings. Meetings are to be conducted in an orderly way and are to be formally opened as per the agenda and closed accordingly. This is to ensure that the Committee Secretary is not detained beyond the time needed to conduct the business of the meeting.

7. Actions

The Working Group will consider the refurbishment of the Town Hall and make appropriate recommendations to Council. It will as far as is practical incorporate the views of the wider community.

8. Raising Concerns

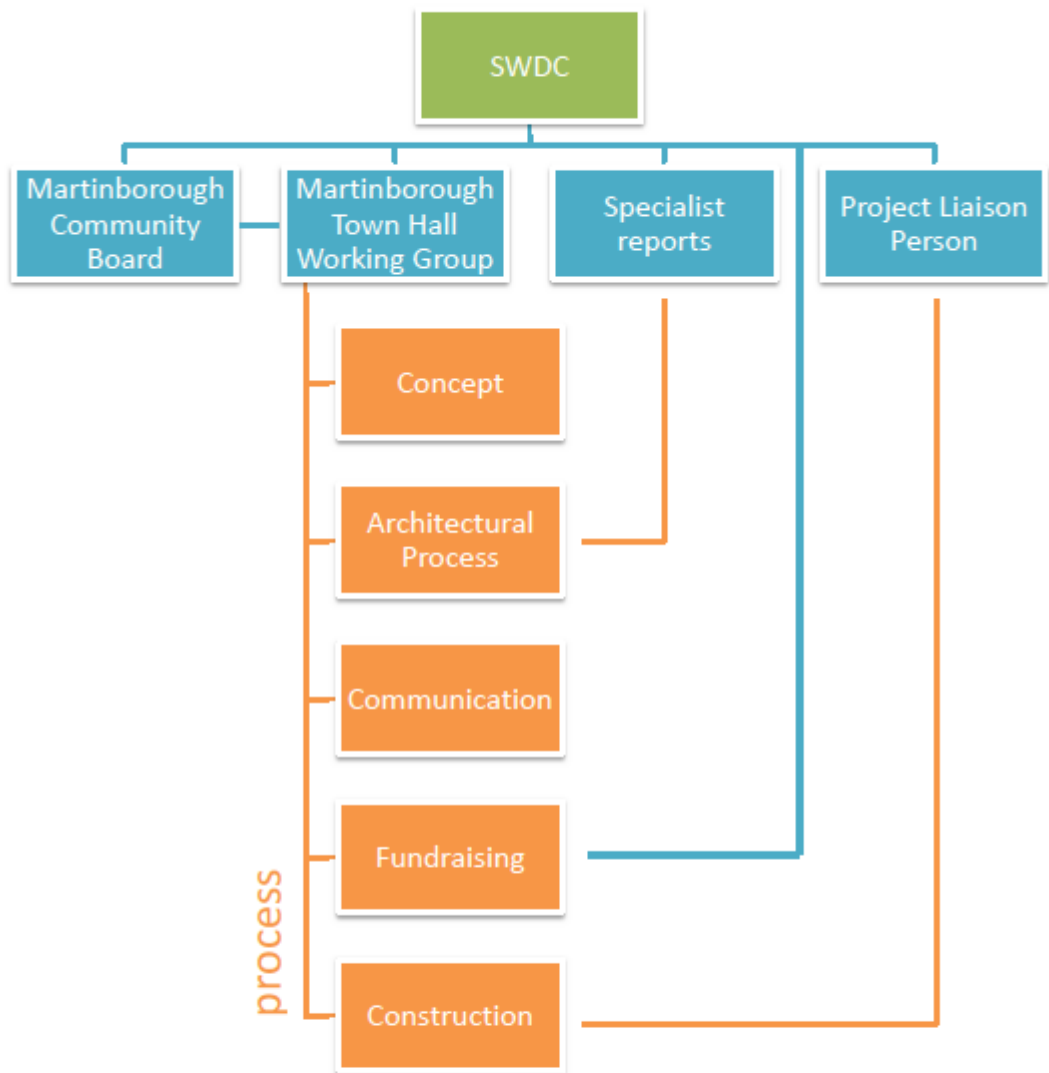
Where a Working Group member has concern that the Group is not functioning within its Terms of Reference that member should raise the matter with the Chief Executive Officer.

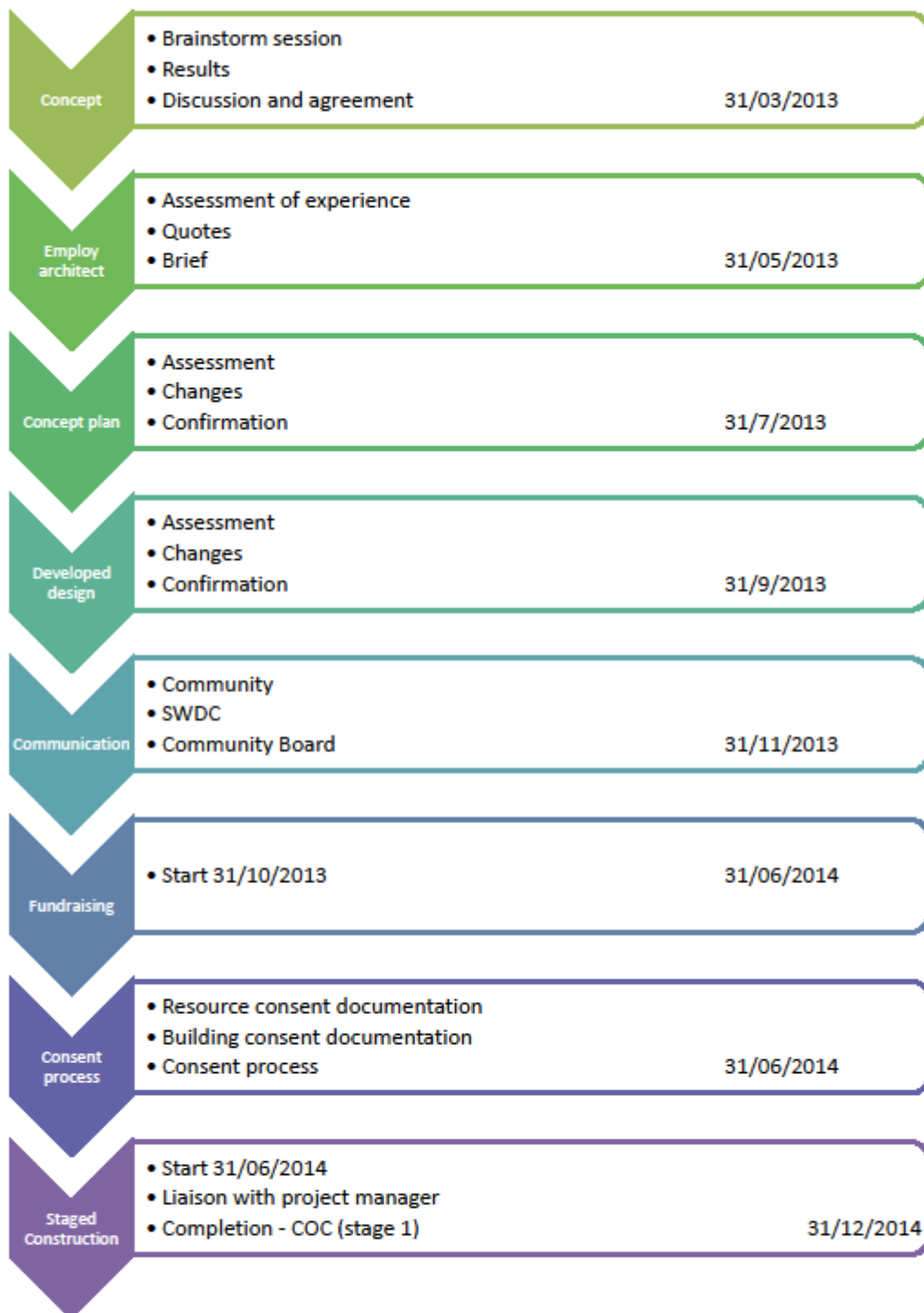
9. Appendix

The following Appendix forms part of this policy.

Appendix 1 – Structure Diagram and Refurbishment Timeline

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Appendix 2 – Proposed Martinborough Town Hall Working Group Structure

MARTINBOROUGH TOWN HALL WORKING GROUP STRUCTURE

Proposed Structure:

<p>Steering Committee: Adrienne Staples – chair Max Stevens – deputy chair Paul Crimp Victoria Read Julie Riddell Lisa Cornelissen Ro Griffith David Kershaw Catherine de Groot Steve Bramley</p> <p>Construction: Ro Griffith – Leads Victoria Read Catherine de Groot Nick Allen Architect Landscape Architect Helen McNaught</p> <p>Major Gifts: Steve Bramley - Leads Max Stevens Victoria Read Dave Kershaw Ro Griffiths James Graham Catherine de Groot</p>	<p>Finance: Paul Crimp Steve Bramley Max Stevens Ro Griffith</p> <p>Communications: Lisa Cornelissen - leads Catherine de Groot Chris Cassels Caroline Hensley Suzanne Clark Victoria Read Steve Bramley</p> <p>Medium Gifts and Fundraising: Felicity Warren Steve Bramley Team and strategy to be decided – needs chair + Administrator Fundraising of 5-3-1 pledges plus co-ordination of smaller fundraising groups</p> <p>Client Representative: Victoria Read (TBC) Role is to be discussed but may be a need to sit on each committee for liaison purposes. Steve to advise on best structure here.</p>
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