

SOUTH WAIRARAPA DISTRICT COUNCIL

3 APRIL 2013

AGENDA ITEM C2

MARTINBOROUGH TOWN HALL WORKING GROUP TERMS OF REFERENCE

Purpose of Report

To endorse the appointment of a chair and deputy chair by the Martinborough Town Hall Working Group, and request modifications to the Terms of Reference.

Recommendations

Officers recommend that the Council:

1. *Receives the information.*
2. *Resolves that Cr Max Stevens be appointed chairperson of the Martinborough Town Hall Working Group.*
3. *Resolves that Ro Griffiths be appointed deputy chairperson of the Martinborough Town Hall Working Group.*
4. *Resolves that modifications to the Martinborough Town Hall Terms of Reference be approved as recommended by the Martinborough Town Hall Working Group, the Policy & Finance Committee and Council officers.*

1. Executive Summary

The Policy and Finance Committee resolution P&F2012/33 provides for a chair and deputy chair of the Martinborough Town Hall Working Group to be appointed by Council.

The Martinborough Town Hall Working Group have made recommendations which now need to be endorsed.

The Martinborough Town Hall Working Group have also suggested some changes to the Terms of Reference which they believe add clarity to their role.

2. Chair and Deputy Chair

The Martinborough Town Hall Working Group resolved to recommend that Cr Max Stevens be appointed as temporary chair on the 7 November 2012. Until a permanent chair is elected, it is recommended that Cr Stevens be appointed as chair by Council.

The Martinborough Town Hall Working Group resolved to recommend that Ro Griffiths be appointed deputy chair on the 20 March 2013.

It is recommended that Council resolve to accept the recommendations from the Martinborough Town Hall Working Group.

3. Changes to the Terms of Reference (TOR)

3.1 Appointment of Chair and Deputy Chair

Currently the Martinborough Town Hall Terms of Reference does not make reference to the chair and deputy chair being appointed by Council. It is recommended that the TOR be amended as per number 4 of the resolution from the Policy and Finance Committee.

Martinborough Town Hall Committee

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

3.2 Role of the Working Group

3.2.1. Changes proposed by the Working Group

The Working Group agreed that the following bullet points should replace the text under heading '3 Role' in the TOR (see Appendix 1).

- 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.

The Working Group have also noted that Council have approved that a project manager be appointed to liaise between the Group, engineers and the community. After looking at the role of the engineer, architect and the Working Group, the Working Group have recommended that a 'project liaison' be appointed in the place of a project manager. The project liaison appointment should be agreed by the Working Group and Council and this persons role would be to facilitate good communication between all concerned parties. A structure diagram and timeline for refurbishment has been attached as Appendix 2 and it is recommended that this be attached to the Terms of Reference.

The Working Group have also recommended that a refurbishment timeline be attached to the TOR (Appendix 2).

3.2.2. Changes proposed by Council officers

To provide a clear audit trail of delegated responsibilities it is recommended that an additional role be added to the TOR.

- To receive funds into the account managed by Council; to disperse funds by resolution from the account managed by Council.

3.3 Legal Implications

There are no legal implications.

3.4 Financial Considerations

There are no financial implications.

4. Supporting Information

4.1 Long Term Plan - Community Outcomes

The refurbishment of the Martinborough Town Hall contributes to a vibrant and strong community. The Martinborough Town Hall Working Group having been delegated to deal with matters pertaining to the refurbishment of the Town Hall and is one of Council's mechanisms for achieving this community outcome.

5. Appendices

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

Appendix 2 – Structure Diagram and Refurbishment Timeline

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Reviewed By: Paul Crimp, Acting Chief Executive Officer

**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. Role

The role of the Working Group is to:

- Provide overview and comment on matters pertaining to the refurbishment of the Martinborough Town Hall.
- Provide advice in regard to community expectations and aspirations as to the refurbishment of the Town Hall.
- Maintain a record of the meetings of the Working Group.
- Council will provide secretarial support.
- Coordinate fundraising activities.

4. 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.

5. 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.

6. 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.

7. 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.

Appendix 2 – Structure Diagram and Refurbishment Timeline



