

SOUTH WAIRARAPA DISTRICT COUNCIL

20 SEPTEMBER 2012

AGENDA ITEM C5

TERMS OF REFERENCE FOR THE MARTINBOROUGH TOWN HALL WORKING GROUP

Purpose of Report

For Council to consider the Terms of Reference (TOR) for the Martinborough Town Hall Working Group (The Working Group).

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Approve the Terms of Reference.*

1. Background

The existing Town Hall Committee is a sub-committee of the Martinborough Community Board and has been in operation for approximately four to five years. Due to the increasing complexity of matters associated with the Town Hall and in particular the earthquake strengthening and refurbishment of the hall it is necessary to create a more developed structure as these projects move forward.

2. Discussion

Council has resolved to employ a project manager to assist with this project and funding has been allocated. The paper before Council has been prepared with a view to creating a structure that will enhance the interaction between the Working Group and the Council. It will also provide for a membership that widens the representation of the Group. The Working Group will be able to make direct recommendations to Council which will ensure that the best interests of the Martinborough Community are served and that Council is able to consider and where possible incorporate the wishes of the community as represented by the Working Group.

3. Appendices

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

Contact Officer: Dr Jack Dowds, Chief Executive Officer

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

Purpose

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

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 document.

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.

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.

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 coordinated 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.

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.

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.