

# Community Youth Centre Working Group - Terms of Reference – Draft

**Name: Community Youth Centre Working Group (CYCWG)**

## Background

Thame Youth Projects Group (CIO) have proposed, and Thame Town Council (TTC) has supported that a new Youth Centre, be developed in Thame

A joint Working Group / Steering Committee is required to oversee the specification, tender, planning application and build process, along with all relevant swift decision making, ensuring a correct legal basis and conformance with all funding and planning conditions.

## Members:

Core Members:

- Four Town Councillors – Cllrs Cowell, Bretherton, Gregory and Tipping
- Four Thame Youth Projects representatives, Linda Newton, John Savell, Helena Fickling, Paul Smith
- Cassie Pinnells (Acting Town Clerk), Andrea Oughton (Asset Manager)
- A project manager for the redevelopment when appointed.

Other members may be invited to attend specific meetings as appropriate.

If any member is unable to attend a meeting then they can nominate a substitute for their area of representation.

Secretarial support (agendas, meeting notes, circulation of information) is provided by TTC Officers. *NB meeting notes can be taken by any nominated member of the working group.*

Quorum is 5 members of the group, including 2 Councillors, 2 Youth Projects representatives and 1 Town Council Officer.

## Goals:

To deliver a new Community Youth Centre, Changing rooms, public toilets and kiosk on Southern Road Recreational Ground or a Community Youth Centre in a suitable location within the Thame Parish.

## Deliverables:

CYCWG is tasked with delivering to the parent Committee (Community, Leisure and Recreation) (and to Thame Youth Projects):

- A costed and timelined action plan, with clear responsibilities, to deliver the new Community Youth Centre.
- Management of that action plan, to be driven by CYCWG until a dedicated project officer is appointed.
- Swift decisions (including tender decisions), where necessary, by e-mail if necessary
- Conformance with all legal requirements
- Conformance with all planning conditions
- Conformance with all funding conditions

## **Scope / Jurisdiction**

The Council delegates to CYCWG any decisions with zero cost impact on the Town Council. Any financial decisions with impact on the Town Council to be brought back to the parent Committee / Full Council for resolution.

The Project Manager appointment is to manage the delivery of the Community Youth Centre and management of the Building Contract.

Thame Town Council and Thame Youth Projects Group agree the Agreement to Lease, Lease and Partnership Agreement.

## **Guidance from the Council / Parent Committee**

Provided at initial resolution and after each meeting report back to the parent Committee / Full Council.

## **Resources and Budget**

Chairmanship to be nominated/voted at the first CYCWG Meeting.

Funding, has, and continues to be, secured on an ongoing basis.

Uses Town Council video conferencing facilities, administration resources and officer time as required. Town Hall Upper Chamber will be made available subject to any paid bookings and when it is safe to meet face to face. Any additional Town Council funding authorisation is sought from parent Committee or Full Council.

## **Governance**

Decisions to be agreed by consensus, but where necessary by referring back to parent Committee or Full Council. i.e. no majority decisions and no casting vote.

## **Additional Notes**

- Methods of work (e.g. consultations, press releases, surveys, progress reports, letters etc) are entirely up to the Working Group to decide.
- CYCWG will communicate through video conferencing, email, phone, and meetings, both formally and informally.
- Relevant documentation is in a central and accessible location to all. Members will also maintain their own individual e-mail storage.
- CYCWG will meet at a frequency required to ensure progress as required.
- If necessary, CYCWG can meet by e-mail, telephone, or video conferencing.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Reporting back to the parent Committee or Full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- CYCWG work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.