



The Bridewell Working Group Terms of Reference (updated December 2023)

1. The Bridewell Working Group is constituted to:

- i) To oversee research and delivery of overarching Business Plan 2.
- ii) To research and develop Business Plan 3 setting out a future vision for The Bridewell which aspires to reach a cost neutral management position by maximising community use.
- iii) Oversee OPC's request to HCC for extending OPC's ownership to include the front parking area.

iv)

The Working Group may decide to set up separate work streams for the above activities.

2. In delivering these objectives, the Working Group shall have authority to:

- i) Liaise with third party organisations, including tenants, hirers and professional service providers.
- ii) Request and review data from contractors and principal authorities.
- iii) Through the Clerk, seek professional advice such as advice on planning, legal and financial matters.
- iv) Consult with the Odiham & North Warnborough community. Note that the draft Business Plan shall be approved by OPC before public consultation.
- v) Make applications for grant funding and receive donations, on behalf of OPC.
- vi) Make planning applications relating to agreed work and projects.

3. Membership shall comprise of:

- A minimum of three Councillors.
- Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights.



4. The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk or Deputy Clerk.
5. The Working Group may appoint its own Chairman.
6. Full Council retains overall responsibility:
 - i) The Working Group must provide regular progress reports to full Council.
 - ii) The Working Group does not have authority to agree or sign any contracts or deeds.
 - iii) The Working Group does not have delegated financial authority, however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
7. The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
8. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
9. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.