



GORING-ON-THAMES PARISH COUNCIL

New Council Offices Working Group

TERMS OF REFERENCE

1 Remit

- Phase 1
 - To draw up the physical requirements for the Council Office.
 - To draw up a short list of possible locations in Goring and relevant information, including costings, on each.
 - Taking into account the factors above to recommend to Council
 - the long-term location for the Council Office.
 - the short-term location for the Council Office, pending the availability of the long-term location, if the long-term location involves a new build or long wait.

- Phase 2 – following Council agreeing on a long-term and (if necessary) short-term location
 - To propose a procurement process and schedule for moving to the short-term location (if one is necessary)
 - To propose a procurement process and schedule for moving to the long-term location.
 - To create a fully scoped proposal for the long-term location to include, if necessary:
 - Seeking proposals
 - Where required to define the brief for a professional, expert report from a suitably qualified consultant.
 - Seeking quotes for chosen design(s)
 - Obtaining planning permission if required
 - Seeking funding and where applicable applying for grant funding
 - Organising and managing fundraising projects to contribute funding, if needed.
 - Having regard to the results of the items above to recommend to the Council the most appropriate course of action.

- Where applicable, to work with any other stakeholders, and those using either the short or long term locations, to facilitate the project.

- Regular updates and motions to be brought to the Full Council for approval.

2 Meetings

To hold meetings, as required, to support the remit and scope of the Working Group. These meetings may be virtual.



3 Appointment of Members

The Working Group will be comprised of three councillor members, who are appointed by the full council, with a quorum of two.

A chairman shall be appointed at the first meeting of the Working Group, and the first meeting after the annual meeting of the parish council each year after that.

4 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 11th September 2023, it shall be reviewed periodically.

Signed:

Dated: 11 September 2023

_____, Chair of the Council.