



Okehampton Town Council

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Roof Replacement Working Group Terms of Reference

Membership and Structure

The core constitution of the Working Group shall consist of Members of Okehampton Town Council, including the Chairman of the Property Committee, Cllr Leech and the Town Clerk. Meetings will take place within normal working hours.

The Chairman of the Group shall be chosen from its Members.

Purpose

The purpose of the Group is to ensure the smooth running of the project and act on behalf of the Council when the need arises to prevent unnecessary delays in its delivery.

Delegation

In line with the role the Town Clerk will oversee the day to day running of the project and be the point of contact for the Project Manager, Contractors and all other associated persons working on the project either directly for the Council or the Project Manager.

In line with Standing Orders and/or Financial Regulations, the Clerk has the authority to spend up to £500 items related to the project as required.

The requirement in Standing Orders and/or Financial Regulations for 3 estimated to be obtained for work above £500 to be increased to £xxxx

A minimum of 3 members of the Group, including the Clerk, are delegated the following authority:

- to make decisions relating to minor elements of the work as the project progresses; for example, but not limited to:
 - approval of appointment of a contractor to undertake a bat survey, asbestos inspections associated sampling or removal as may be required,
 - to close and cancel bookings in the Charter Hall as required to permit work to progress
- to authorise spending on the project up to an amount of £xxxxx

Reporting

The group will report to meetings of the Property Committee or Full Council as and when necessary and will provide regular budget reports.