

Market House Group Background

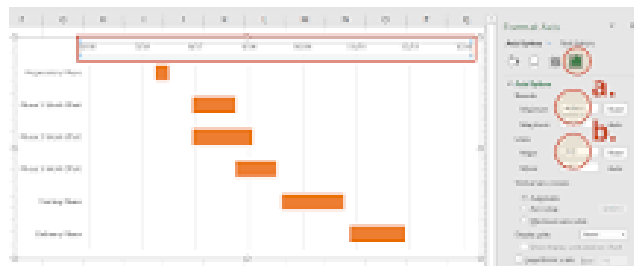
Now that the Planning Permission and Listed Building Consent have been received the renovations to the Market House will require staged approaches to the agreed work. The management of these tasks will vary between minor and major works, however, the main challenge will be funding through grant applications.

The inclusion of local residents and specialist advisers is vital for a collaborative approach.

The new group, Market House Group, will work under the following Terms of Reference:

Market House Group TERMS OF REFERENCE

1. The NAME of the group will be Market House Group
2. The OBJECTIVE of the Group is to inform the Properties & Infrastructure-Committee of the issues and tasks that need managing and implementing regarding:



- a) clear plans of the sequence of jobs in Gantt diagrams
 - b) a funding group to raise awareness and bid for grants
 - c) sourcing trusted experienced builders with grade 2* experience
 - d) considering the Council's environmental policy and objectives to ensure that they are complementary
3. The Group will be answerable to Castle Cary Town Council's Properties and Infrastructure Committee.
 4. Market House Group will have at least seven members. It will include four Councillors from CCTC (to include a Chair) and at three people from the local community or others with specialist knowledge.
 5. The Group will meet at least quarterly; meetings to be timed to report to the Properties & Infrastructure committee which will inform the full Council.
 6. The Market House Group will be responsible for:
 - Producing costed project plans with agreed timelines
 - Appointing a project manager to liaise with builders

- Selecting trusted builders
- Liaising with the marketing administrator for alternative arrangements for bookings
- Keeping notes of all meetings
- Submitting an Annual Report for presentation at the Annual Parish Meeting in May.

7. The CCTC members of the Market House-Group will be responsible to report on the activities to Castle Cary Town Council through P & I.

8. Meetings of the Market House Group will be organised in the following way:

- A Chair will be elected annually by the members of the group.
- The Market House Group will meet at least four times a year in an appropriate location as necessary.
- All members of the Market House Group, including co-opted members, will have equal voting rights. In the case of the votes being equal, the Chair will have a casting vote.
- A quorum will consist of at least three members of which at least one should be a Councillor.
- In the event of there being insufficient members of Market House Group the respective Councillors will co-opt members for the group to remain operationally quorate

9. Review of these TERMS OF REFERENCE.

These TORs shall be reviewed, and if necessary revised, by CCTC, in consultation with the Market House Group at least every third year, i.e. in, 2027, 2030 and infinitum.