

IVYBRIDGE TOWN COUNCIL**TERMS OF REFERENCE:****ACCESSIBLE IVYBRIDGE WORKING GROUP****Name**

The name of the working group shall be the Accessible Ivybridge Working Group, hereinafter known in this document as the Working Group.

The Working Group is an advisory working group of Ivybridge Town Council (hereinafter known in this document as the Council).

Purpose

To work towards our town becoming attractive to our own residents and to visitors due to its intrinsic nature, and its facilities designed and maintained around accessibility for all. To encourage a welcoming environment and thus helping our town centre to thrive.

To achieve this, the Working Group's Objectives will be:

- To consider the town's infrastructure from the perspective of any and all users;
- To ask for support from businesses and councils to make changes as and when possible in line with accessibility;
- To contribute to future considerations of the town's infrastructure to work towards increased accessibility;
- To market the town on its setting, natural beauty, history, modernity, sports, shops, businesses, living and connectivity, in line with accessibility.

Membership

The Working Group will be an advisory Working Group of the Council and will include up to 5 council members.

A person shall cease to be a member of the Working Group having notified the Town Clerk in writing of his or her wish to resign.

Officers

The first item to be dispensed with at the first meeting of the Working Group, is the election of the Chairman. The term of office of Chairman shall be for one year, to run concurrently with the Town Council's municipal year, and until completion of the project, or if the Town Council so decides that the project is not to continue.

Meetings

The Working Group shall meet, face to face, every six weeks, or as may be required. Regular communication shall be continued by email.

Meetings will include invitations to attend for expert and experienced user contributions.

Notice of meetings shall be issued to members by email, giving as much notice as is possible. A schedule of items to be discussed will be produced for each meeting.

Every matter shall be determined by a majority of votes of the Working Group members present and voting. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.

The quorum necessary to transact business will be 3 members.

Reporting

Updates shall be provided to each Council meeting. Proposals for actions to be taken forward will be recommended to Council, or relevant committees, for discussion and approval. An annual, full update, shall be provided to Council before the end of the municipal year.

A note taker shall keep a record of meetings, to be circulated to members of the Working Group.

Declarations of interest & Standing Orders

If Working Group members wish to speak on a subject within that Working Group, they must declare an interest where relevant. If it is a personal or a personal and prejudicial, or pecuniary interest they must not vote.

If Working Group members wish to speak on a subject in any outside meeting, they must make it absolutely clear that unless they have been asked to speak by the whole Working Group after a properly put recommendation that has been approved by the Council, that they do not use their position within that Working Group to give the impression that they speak on behalf of the Working Group set up by the Town Council.

Copies of the Council's Standing Orders and declarations of interest forms for completion are to be forwarded to non-Council members of Working Groups and must be adhered to.

Finance

Working groups do not have power to authorise expenditure and any identified expenditure for the project is to form a recommendation to the Council.

If a funding application is required, it may be compiled by the Working Group with authorisation and support of the Council. As the Council's Proper Officer, all funding applications must be signed off by the Town Clerk.