

Appendix 2: Paddock Wood Community Centre Project

Terms of Reference

The name of the project shall be Paddock Wood Community Centre Working Project. The governance structure indicates three groups within the structure:

- The Community Centre Working Group
- The Board
- Paddock Wood Town Council

PWTC will address issues relating to the community centre project in their normal monthly meetings and for the duration of the project, this project is likely to be a standing item on the main agenda. The following terms of reference relate to the functioning of the CCWG and Board.

Aims and objectives

The CCWG Board will work to provide a facility for community activities e.g. social events, entertainment, and health related activities.

- To build a high-quality facility which is energy efficient, meets quality standards, is fit for purpose and is highly visible and recognisable to the local community.
- To provide residents with multiple services at one location and to provide a focus for recreation and entertainment.
- Look to minimise facility costs through more efficient building and services.
- To collaborate with the public sector and other organisations to attract tenants and make to centre financially viable.
- Provide a flexible, long term community facility to meet current & future needs.
- Improve access to a wide range of services from a variety of providers
- To create a building that is flexible to accommodate future growth.

Meetings

- The working group will meet monthly, at a fixed time each month agreed by working party members.
- The Board will meet monthly on an agreed day and time, to receive a verbal and/or written report from the Project Manager.
- Dates of all meetings will be published at least six months ahead (*this could be annually with all other PWTC meeting dates*)
- Minutes of the meetings will be recorded to provide an audit trail for decision making and to inform others of agreed actions. These will be circulated to members of the working group at least one week prior to each meeting with relevant documents for consideration. They will also be shared with Town Council.

Role of CCWG

- Investigate and identify support for the Community Centre through engagement with local residents
- Identify the location of the proposed centre

- Identify sources of funding and possible anchor tenants
- Prepare and oversee a project plan for the development of a community centre, with proposed timelines.
- Make amendments to the plan as necessary and prepare for planning permission.
- Take responsibility for planning, budgeting and monitoring expenditure of the project and report back to the board on these matters.
- Liaise with relevant authorities and organisations to ensure all necessary permissions are obtained.
- Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
- Obtain architects drawings and costings for the project.
- The Project Manager will report progress to the Board monthly. Papers will be circulated to the Board at least one week in advance of the meeting.
- *Members of the CCWG may form a Board of Trustees who will take over the management of the community centre*

Membership of CCWG

- The working group will be quorate with 50% plus one member of the group present.
- Individuals with specialist knowledge and skills required may be co-opted to the working group for the duration of specific aspects of the work.
- The working group may establish sub-groups to carry out functions specified by the group such as data gathering and consultations. Working group leads will be members of the CCWG and will report back to the working group at monthly meetings.

Role of the Board

- The Board will provide scrutiny and challenge to the Community Centre Working Party to ensure that all options are explored and appropriate risk assessments undertaken in relation to proposals.
- Scrutiny and challenge will cover the areas of finance, planning and estate management as well as other matters arising during the work.
- Minutes of Board meetings will be recorded, circulated at least one week prior to meetings with all relevant documents and will be sent to Town Council.
- The Board will report to Town Council each month to keep Council informed of progress and to seek agreement for decisions taken.

Membership of the Board

- Voting members of the Board will consist of Chairman of Town Council and the Chairmen of Estates and Planning & Environment.
- Non-voting members will be TWBC Officer and a Borough Councillor
- Individuals may be co-opted to the Board where specific expertise is required.

Finance

- All grants and funding will be applied for and held in the Town Council's name. PWTC will ring fence the funds to be used solely for Community Centre purposes.

- Notification of all planned expenditure will be given to the Town Council via the Board before actual costs are incurred. The town clerk can authorise expenditure up to £1,000 in discussion with the Board.
- The Town Clerk will keep a clear record of expenditure supported by invoices and will regularly review and update the budget with the Working Group.
- The Working Group will report back to the Board on planned and actual expenditure. The Board will report this to Town Council for approval.
- Invoices will be made out in the name of the Town Council who will authorise them as per their normal procedures.
- Town Council insurance will cover the Working Group.

Data Protection

- The Working Group and Board will store any data in accordance with the Data Protection Act 1998 under the registration of Paddock Wood Town Council.

The working group and board will be active for the duration of the project.

Paddock Wood Town Council approved these Terms of Reference on 15th February 2016 and updated them in January 2018.

Appendix 3: Contact Information

Project Board

- Cllr Elizabeth Thomas (Council Chairmanman)
Email: Chairmanman.pwtc@btconnect.com
Tel: 01892 835883
 - Meryl Flashman (vice Chairmanman)
Email: c/o paddockwoodtc@btconnect.com
Tel: 01892 835390
 - Cllr Derek Boyle (Chairmanman Estates Committee)
Email: derekboylepwtc@hotmail.com
Tel: 01892 833048
- Non voting members
- Borough Councillor Lynne Weatherly
Email: lynne.weatherly@tunbridgewells.gov.uk
 - Kevin Hetherington (Head of Customers & Communities, TWBC)
Email: kevin.hetherington@tunbridgewells.gov.uk

Working Group

- Tunbridge Wells Borough Council: Jonathan White
Email: Jonathan.white@kent.gov.uk
Tel: 03000414437
- Paddock Wood Town Council: Nichola Reay
paddockwoodtc@btconnect.com
01892 837373

Residents Representatives

- Andy Mackie
Email: andrewmackie@yahoo.com
Tel: 01892 838979
- Mike Ridger
Email: mike.ridger@outlook.com

Press Enquiries:

- Paddock Wood Town Council: Nichola Reay
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