



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH)
with LLANBLETHIAN TOWN
COUNCIL CYNGOR TREF

Y BONTFAEN (Bwrdeistref Hynafol)
gyda LLANFLEIDDAN

Terms of Reference:

Cowbridge Town Hall

Refurbishment Task and Finish Group

1. Introduction

This document sets out the Terms of Reference (ToR) for the Cowbridge Town Hall Refurbishment Task and Finish Group (the "Group").

2. Purpose

The Group was established to oversee the project to refurbish and improve the Cowbridge Town Hall, a Grade II listed building following the receipt of the final Hiraeth condition report in March 2024. The project will include the following elements:

- Manage the refurbishment and improvements project to address necessary works to the building.
- Oversee cleaning the Town Hall frontage.
- Explore and apply for grant funding to support the project costs.
- Assess the impact on the Town Council's revenue budgets of the project and report to the Town Hall and Finance and Governance Committees with recommendations for funding options.
- Seek borrowing approval for admissible costs from the Welsh Government, if grant funding and Town Council resources are insufficient. This to include managing the required consultation with the community on any proposals to borrow funds.

The Group will report to the Town Hall Committee, any recommended spend will be approved by the Town Hall and Finance & Governance Committees.



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3. Responsibilities

The Group in collaboration with the Town Clerk will have delegated powers to:

- **Project Management:**
 - Define the scope and objectives of the refurbishment and other works.
 - Develop a project timeline.
 - Monitor project progress and address any arising issues.
 - Ensure compliance with all relevant regulations and planning requirements for listed buildings.
 - Identify potential grant sources suitable for the project requirements.
 - Oversee the procurement of contractors
- **Grant Funding:**
 - Develop and submit grant applications.
 - Liaise with grant awarding bodies throughout the application process
- **Borrowing Approval:**
 - Prepare a robust business case for borrowing from the Welsh Government.
 - Engage with One Voice Wales, Welsh Government and The Public Works Loan Board to secure borrowing approval if required
- **Reporting:**
 - Provide regular progress reports to the Town Hall Committee on project activities, finances, and grant applications.
 - Prepare a final report upon project completion.
- **Spending:**
 - All spending will be approved by the town hall and finance & governance committees.

4. Membership

The Group will initially consist of six members appointed by the Town Hall Committee, with representation from:

- Four Town Hall Committee Members (initially Cllr John Andrew, Cllr Charles Champion, Cllr Geraint Baty and Cllr Malcolm Wilson)
- The Town Clerk – Cathy Kennedy
- Co-opted external expertise in grant applications and historic building restoration as required). (initially Matt Jones Vale Cowbridge Charter Trust)



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5. Meetings

The Group will meet regularly, at a frequency determined by the Group, to discuss progress, address issues, and make decisions within its delegated authority.

6. Reporting and Communication

The Group will report to the Town Hall Committee on a regular basis, with updates on project progress, finances, grant applications, and borrowing considerations. The Group will also ensure open communication with relevant stakeholders throughout the project duration.

7. Review

These Terms of Reference may be reviewed and amended as necessary by the Town Hall Committee and must be approved by the Full Council.

8. Dissolution

The Group will be dissolved upon completion of its tasks, including project delivery, final reporting, and the submission of a final report to the Town Hall Committee

Reviewed Town Hall Refurbishment T&F Group 8th May 2024

Approved Annual Meeting of Full Council 22nd May 2024