

## **EPPING TOWN COUNCIL**

### **TERMS OF REFERENCE FOR JACK SILLEY PROJECT COMMITTEE**

The Jack Silley Project Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of Jack Silley Project Committee shall determine to place before Council, or matters which the Jack Silley Project Committee may resolve to defer for consideration by Council:

1. To receive apologies for absence from members of Jack Silley Project Committee.
2. To confirm the minutes of previous Jack Silley Project Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interests from members of Jack Silley Project Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Jack Silley Project Committee.
5. To authorise a Member of Committee or appropriate officer to meet with suppliers or contractors for the purposes of obtaining quotes, estimates or expert opinion or in connection with the specification of any tender proposal.
6. To make decisions relating to the progress of the project that do not affect any overall budget or design brief agreed by resolution of Council.
7. To agree and review project milestones within any overall budget or design brief agreed by resolution of Council.
8. To receive and consider on behalf of Council any correspondence relating to the Project.
9. To authorise a Member of Committee or appropriate officer to act as a spokesperson or representative at meetings of Epping Forest District Council's or other public bodies' Planning Committees, Sub-Committees or other meetings for the purpose of relaying decisions or stated views of the Jack Silley Project Committee.
10. To conduct any consultation exercise it feels appropriate to inform the design brief of the project.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Jack Silley Project Committee by Council.

The Jack Silley Project Committee will report to Council and bring forward recommendations on matters under its remit (as below) for Council's decision.

- a) The design brief and specification for the project;
- b) Financial and funding arrangements;
- c) Review arrangements and milestones;
- d) Review of consultation exercises;
- e) All other tasks of a broadly similar nature where a clear recommendation to Council is necessary but must be based on technical corporate governance or accounting information.

Approved: Annual Council Meeting 9<sup>th</sup> May 2017. Next review: Annual Council Meeting 8<sup>th</sup> May 2018