

# The Shack Renovation Project

## Working Group Terms of Reference

### 1) Purpose and Objectives

The purpose of The Shack Renovation Project Working Group ("the Working Group") is to oversee and manage the renovation of The Shack, transforming it into a vibrant and accessible community space for the residents of Stamford. The objectives of the Working Group are to:

- a) Lead the planning and execution of the renovation project in accordance with the draft project plan, ensuring it is completed within budget and timeline.
- b) Ensure the renovated space meets the needs of Art Pop-Up, other potential users, and the wider community.
- c) Promote community engagement and volunteer participation throughout the project.
- d) Ensure the renovation adheres to all relevant planning permissions, building regulations, and health and safety standards.
- e) Establish a sustainable management plan for the ongoing use and maintenance of The Shack.

### 2) Scope

The scope of the Working Group encompasses all aspects of the renovation project, including:

- a) Phase 1: Planning & Preparation (including steering committee formation, needs assessment, allocation of existing funding, identification of additional funding sources, design, permissions, volunteer recruitment, and procurement).
- b) Phase 2: Renovation Works (including site preparation, structural works, energy efficiency improvements, kitchen and plumbing, electrical works, partitioning, interior finishes, soft furnishings, security, and final inspections).
- c) Phase 3: Handover & Management (including handover to Art Pop-Up and the community whilst establishing ongoing maintenance and management plans).
- d) Budget management for the entire project.
- e) Volunteer coordination and management.
- f) Communication with stakeholders.

### 3) Membership

The Working Group will comprise representatives from:

- a) Stamford Town Council Assets & Services Committee (including a designated Project Manager).
- b) Art Pop-Up.
- c) Residents with relevant skills (e.g., project management, building experience).
- d) Stamford College (construction, design).
- e) Local community groups.
- f) Additional members may be co-opted as required, to provide specific expertise.

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### 4) Responsibilities

The Working Group will:

- a) Oversee the implementation of the project plan, ensuring adherence to timelines and budgets.
- b) Make key decisions related to the design, construction, and management of the renovation.
- c) Coordinate and manage volunteer recruitment and activities.
- d) Ensure effective communication with all stakeholders.
- e) Monitor and report on project progress to Stamford Town Council Assets & Services Committee.
- f) Manage project finances and procurement.
- g) Ensure compliance with all relevant regulations and standards.
- h) Develop and implement a handover and ongoing management plan.
- i) Establish a volunteer rota for ongoing support.
- j) Create a method for ongoing funding applications for upkeep, and future projects.

### 5) Governance

- a) The Working Group will report to Stamford Town Council Assets & Services Committee.
- b) The Working Group will meet regularly, with meeting frequency determined by the project's needs.
- c) Meeting minutes will be recorded and distributed to all members.
- d) Decisions will be made by consensus where possible, or by majority vote if necessary.
- e) The project manager from the town council will be responsible for the day to day running of the project, and will report to the working group.

### 6) Resources and Support

- a) Stamford Town Council will provide project management support and administrative resources.
- b) The Working Group will have access to the draft project plan and any relevant documentation.
- c) The Working Group will seek to secure funding and in-kind donations from local businesses and organisations.
- d) Stamford College will provide access to student volunteers and apprenticeships.
- e) The Working Group will have access to any relevant data that the Stamford Town Council holds.

### 7) Review and Amendment

- a) This Terms of Reference document will be reviewed periodically by the Working Group and Stamford Town Council Assets & Services Committee.
- b) Amendments may be made as necessary to reflect changes in project requirements or circumstances.
- c) Any amendments must be agreed upon by the working group, and approved by the Stamford Town Council Assets & Services Committee.