

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.