

## **11. THE BARN STEERING GROUP**

- 11.1 The Barn Steering Group (Task and Finish Group) is set up solely for the purpose of managing the temporary (12 to 24 months) brief of the Town Council i.e. to set up a long-term sustainable management model, that operates at arm's length from or quite separate to the Town Council.
- 11.2 The Aims and Objectives have been set by the Town Council as the owners of the building: -
- a) **The Town Council shall eventually be the Custodian Trustee of the Barn (in a similar way to the Assembly Rooms and Community Centre).**
  - b) **The Town Council shall withdraw from the long-term management of the community building, within a two-year period.**
  - c) **The Town Council shall provide initial financial support for match funding purposes, administrative and initial setting up costs, approved by Full Council at every stage.**
  - d) **The Barn shall be a self-sustaining community facility within a two-year period.**
- 11.3 The Steering Group shall consist of five members of Swaffham Town Council, plus five appointed/co-opted non-Councillors. The Steering Group can appoint/co-opt as appropriate, any variation of this must be approved by the Full Council.
- 11.4 The Steering Group is autonomous to the point of producing a final draft proposal for Town Council approval and except for incurring costs outside of an agreed budget. Councillors can call-in decisions for scrutiny of any aspect of the Barn project as it evolves and have the authority by resolution to overrule.
- 11.5 The Steering Group shall keep the Town Council and all interested parties informed of progress with regular reports.
- 11.6 The Steering Group shall be dissolved at the point of a Charitable Trust, Community Interest Company, or something similar being approved as the long-term management structure by the Full Council.
- 11.7 The Chair and/or Vice Chair of the Steering Group can be a Councillor or Non-Councillor, as appropriate, appointed by the Steering Group at their first meeting.
- 11.8 A minimum of five Councillors shall serve on the Steering Group.

- 11.9 The number of Non-Councillors on the Steering Group shall be four (in any future variation Non-Councillors shall not exceed the number of elected Councillors).
- 11.10 Decisions shall be taken by consensus and can be referred to the Town Council if a consensus cannot be achieved.
- 11.11 The Steering Group meetings are open to the public and press.
- 11.12 The Steering Group may assist the Council's appointed consultants with the collection of data, as directed by the Full Council (NB. This could just be a Full Council task).
- 11.13 The Town Clerk or Deputy Clerk will refer recommended expenditure to the Town Council for approval (unless already budgeted).
- 11.14 The Steering Group shall be quorate with no less than five (or one third) members present and shall meet monthly.
- 11.15 The Town Clerk or Deputy Clerk shall attend all formal meetings of the Steering Group to advise; accordingly, with administrative support staff to take minutes.
- 11.16 Un-staffed informal meetings of the Steering Group can be arranged for the collection of data, to further discussions on complex issues or discuss matters with interested parties. No decisions can be taken at informal meetings.