



## TOWN COUNCIL PREMISES WORKING PARTY

**Purpose:** At a meeting of Exmouth Town Council in July 2017, Members ratified a recommendation from the Town Hall Working Party that Exmouth Town Council should return to Exmouth Town Hall under a new 5 year lease arrangement, commencing January 2018. It was also resolved at that meeting that the Town Council should establish a Town Council Premises Working Group to explore future options for independent Town Council accommodation and that a sinking fund be created for this purpose.

The Town Council Premises Working Party has responsibility for leading the process of identifying new (freehold) premises for Exmouth Town Council.

**Membership:** Minimum three members

**Quorum:** Three members

**Power:** Local Government Act 1972, s.124

**Delegated Authority:** No

### 1. Terms

- 1.1. The Council's Standing Orders apply to all meetings of the Working Party.
- 1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.
- 1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.
- 1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.
- 1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.
- 1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- 1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.

1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

## **2. Responsibilities**

2.1. To lead the process of identifying potential new premises for Exmouth Town Council, with the following objectives and criteria:

- to secure a long-term freehold base for Exmouth Town Council which will serve as the focus of the Council's administrative, democratic and customer service functions for the Town and the main venue for engagement between the Council and its customers;
- to provide an accessible, public environment with a suitable working environment for Council staff and elected members;
- to provide a suitably sized Council chamber which will be used for Council meetings and training events;
- to maximise commercial opportunities and offset costs to the public purse by considering co-location opportunities with other community service providers;
- to deliver economic and social value to Exmouth;

Adopted by Exmouth Town Council on 22<sup>nd</sup> May 2023