



HTC OLD GOLF COURSE WORKING PARTY (OGC WORKING PARTY) – Terms of Reference

1. Delegation

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year
- 1.2 Highworth Town Council has agreed to create an OGC Working Party at the Annual Council Meeting held on Tuesday 16 May 2023 minute reference 7

2. Membership

- 2.1 The OGC Working Party shall consist of a minimum of 5 and a maximum of 8 Councillors who shall be elected each year at the Annual Council Meeting. Members of the Public may be co-opted into the group but have no voting rights
- 2.2 The quorum of the OGC Working Party will be 2/3rds of the Working Party Councillors

3. Procedures

- 3.1 The OGC Working Party will operate within Highworth Town Councils Standing Orders, Financial Regulations and Local Government Law
- 3.2 The Councillors of the Working Party shall elect or re-elect a Chairman and Deputy Chairman for this Working Party for the forthcoming year from amongst its appointed Membership
- 3.3 The OGC Working Party will agree the Minutes of its Meeting at the next appropriate meeting. Minutes will be noted at Full Council, circulated to all Councillors
- 3.5 The OGC Working Party will make recommendations to the Full Council
- 3.6 The OGC Working Party will engage with other Committees where appropriate
- 3.7 The Clerk or an appointed Officer will provide administrative support for the OGC Working Party

4. Meetings

- 4.1 The next scheduled meeting date shall be agreed at the end of each OGC Working Party Meeting.
- 4.2 The OGC Working Party Meetings will be held in the Council Offices at 6.30pm

5. Aim

- 5.1 To secure the site as Open Space for Highworth residents
- 5.2 To explore funding opportunities where applicable

6. OGC Working Party Functions

- 6.1 To explore options to secure the site as Open Space for Highworth residents and how it will be managed
- 6.2 To work towards a Management Plan
- 6.3 The OGC Working Party Chairman (who must be a Councillor) will report to Full Council as appropriate