

## Terms of Reference

**Name: What's In Store Project Board (working title)**

### 1) Purpose:

The purpose of the Project Board is to:

- Monitor the progress of the project against its goals and keep project goals and the overall project plan under review;
- Encourage and strengthen links between the project, the community and key stakeholders;
- Act as ambassadors for the project
- Link the project to other developments, potential opportunities or flag up issues.

### 2) The Project Aims:

- To develop and manage the extension to the Museum stores;
- To provide improved facilities for the Museum, and to allow the wider community to engage with Museum artefacts not on display;
- To progress further the promotion of a Community and Cultural Quarter in Newton Abbot for economic and regeneration of the town.

### 3) Membership of Board:

The Board is formed of key stakeholders and organisations of the project. Membership is proposed to include the following organisations/individuals:

Newton Abbot Town Council – minimum 2 Councillors  
 Newton Abbot Museum Curator  
 Newton Abbot Town Clerk  
 Deputy Town Clerk/RFO  
 Community Engagement Advisor  
 Museum Volunteers – 2 representatives  
 Newton Abbot Community Interest Company  
 Specialists as and when invited, i.e. Media Advisor; Devon Museums Representative.

It is intended to keep the membership between 8 – 12 members to balance the need for ensuring key people are involved and maintaining effectiveness of the group and arranging meetings. Individuals may be invited to attend meetings to

report or advise the Project Board. Each member has the right to appoint a substitute but must advise the Board in advance.

#### **4) Length of term:**

It is intended that the Project Board will exist for the period of development and until the build has been completed. This is estimated to be at least 3 years.

#### **5) Powers and Accountability:**

- The Project Board has the right to delegate responsibility to sub-committees or individuals and invite attendees to report or advise at meetings;
- Members are responsible for reporting back to their own organisations in line with the agreed communications plan;
- The Project Board will appoint a chair and vice chair;
- Any three Project Board members, may at any time, summon a meeting of the Board. At least 3 working days' notice must be provided.
- In the case of a vote, the Chair will have a casting vote.

#### **6) Meetings:**

Meetings will be quarterly unless the Project Board decides otherwise. No meeting shall take place unless a quorum is present. A quorum shall be at least 50% of the Board or 3 members, whichever is the fewer.

#### **7) Minutes:**

Minutes will be taken at all meetings and copies will be provided to all members within 5 working days.

#### **8) Finance:**

The Project Board is non-constituted, and will not have direct access to funding.

#### **9) Marketing:**

The Project Board will approve a communications plan. Should there be situations arising outside of the agreed plan, the Project Board will agree the protocol or delegate the responsibility.