
Terms of Reference for Armada 1588 Heritage Trail Working Group

Purpose

To oversee the creation and launch of the Armada 1588 Heritage Trail

Membership

a) The members shall comprise the Mayor, the Chair of the Business and Community Committee, the Business and Voluntary Sector Officer, the Policy, Projects and Premises Officer, and Mr David Baldwin.

b) The Town Clerk will attend when necessary but will not be a core member of the Working Party.

c) The members may invite other individuals to attend a meeting where relevant.

Governance

a) The Working Group shall report to the Business and Community Committee.

b) In the spirit of transparency, agendas and notes of the meetings shall be published on the Ventnor Town Council website.

c) The Working Group does not have authority to make financial decisions but may refer financial requests to its governing committee for consideration which, if the committee recommends, can be referred to the Town Council for decision.

Frequency of Meetings

The Working Group shall determine the frequency of meetings.

Duration of Working Group

The Working Group shall operate until the conclusion of the launch of the Armada 1588 Heritage Trail at which point the Terms of Reference will be reviewed and the Working Group re-formed, if necessary, for continuity of the project.