



Town Action Plan Working Group

Terms of Reference

Membership: Cllrs: P. Glover, G. Groves, R. Hughes, T. Manton and I. Nellins.

The overall aim of the working group is to improve the town centre, making it more attractive to encourage tourism, attractive new businesses to the town, and support the general, overall, wellbeing of residents making them proud to live in, and be part of, a successful and vibrant town

- To **implement** priority actions identified by the Town Council and through the production of the town centre strategy and action plan.
- To **prioritise** further actions identified and produce an action plan including a timeline for completion.
- To implement the action plan with a clear timeline for completion.
- To **ensure** the actions are included in the 3 year Town Council Business Plan.
- To carryout any necessary consultations regarding the actions.
- To **include** other organisations/individuals/stakeholders regarding the actions and set up small task and finish groups as required.
- To **manage** the budget allocated.
- To **monitor progress** and assess/re-evaluate where necessary
- To **promote** the town through the visit Shropshire website and by other means.
- To **monitor** the success of the Visit Shropshire membership

Operation of the Working Group:

- Terms of reference to be approved by Council.
- To appoint a Chairman.
- To meet at least four times a year, as and when designated by the Chairman, and subject to availability until such time that the group is no longer needed.
- To report progress to the Community and Governance Committee/Council Meetings on a regular basis.
- Members to be removed from the group if they fail to attend more than 2 consecutive meetings.
- All recommendations outside of the remit of this group to be approved by the Community and Governance Committee or Full Council prior to implementation.
- Decisions will be by consensus demonstrated by a simple majority vote of those members of the Working Group present at any meeting.
- The Clerk to circulate agendas at least 3 clear days before the meeting.