Agreed by the Management Team on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Management Team will support the management of Bracken Hall Countryside Centre.

Specifically, the Management Team will:

* Work within the framework of policies agreed by the Environment Committee, other committees of the Council and the Council
* Work with the Centre Manager and the Environment Committee to provide leadership and define the purpose and direction of the Centre
* Assist the Centre Manager in the management of the Countryside Centre. This will include but is not limited to:
* health and safety
* volunteer management
* resource requirements including information technology and office supplies
* promotion and publicity
* educational provision
* programmes, initiatives and events
* all matters relating to income including room hire
* working co-operatively with internal and external partners

The Management Team may:

Recommend new or changed policies to the Centre Manager or the Environment Committee, depending on where a particular power is delegated

Recommend new or changed budgets to the Environment Committee

Make recommendations to the Environment Committee regarding anything concerning Bracken Hall Countryside Centre which is not within its immediate remit

Send and receive representatives to and from partner organisations

The Management Team will have the following members:

* One named councillor, plus a named reserve, who is a member of the Environment Committee
* The Town Clerk
* The Centre Manager

In addition, it will include a Chair and coordinators for the following areas, who will be elected by the Bracken Hall volunteer team at a meeting open to them all, following the first meeting of the Environment Committee in the civic year;

* Exhibition Room
* Classroom
* Outside Environment
* Support

Each member of the Management Team will have one vote on any decisions made by it.

The Chair, in conjunction with the Centre Manager, will convene meetings of the Management Team, for which the quorum will be three members.

Members of the Management Team shall receive a minimum of three working days’ notice of a meeting, in writing.

The Chair and the Centre Manager will determine the agenda for meetings.

The Town Clerk or Centre Manager will take the minutes of meetings.

The Management Team shall keep and ratify its own minutes.

Once approved by the Management Team, the Minutes shall be received by the Environment Committee at the next committee meeting and distributed to the membership of the Bracken Hall volunteer team.

The Management Team will agree the dates, times and venues for its meetings, which should take place in good time to report to the next meeting of the Environment Committee. In addition, the Chair in conjunction with the Centre Manager may call additional meetings at any time with the required three days’ notice.

These terms of reference shall be given to all Council members and Bracken Hall volunteers for information and shall be ratified at the first meeting of the Environment Committee after the Council’s annual meeting in May.

Councillors, who are not members of this Management Team, may attend any meeting of the Management Team as observers.