

**Parc Howard Collaboration Group
Terms of Reference (v2), February 2018**

1.0 Purpose

1.1 These Terms of Reference state the overall scope and governance of the proposed Group to determine, implement and oversee the future vision and management arrangements for Parc Howard Museum and Park ("Parc Howard"). It sets out the objectives, constraints, interfaces, assumptions and dependencies.

2.0 Background

2.2 In 2014 the County Council sought expressions of interest from local councils or groups to take over management of parks and playgrounds as part of a county-wide asset transfer programme. No expressions of interest were received for Parc Howard and the park was taken off the list of assets available for transfer.

2.3 During 2016 and 2017, the Leader of the County Council, Cllr Emlyn Dole, led a series of meetings with a range of interested parties to brainstorm ideas for improvements, including discussions with Parc Howard Association, Friends of Llanelli Museum, Llanelli Community Heritage and Llanelli Town Council.

2.4 The County Council has since invested in new play equipment and has sought planning permission for a car park to encourage more visitors. Discussions are also ongoing following a call for expression of interest in sensitive commercialisation of the mansion house, in conjunction with enhanced museum use.

2.5 On 28th June 2017, the Town Clerk indicated that the Town Council may consider funding up to 50% of Parc Howard running costs.

2.6 Following a number of collaboration discussions the Town and County Councils have agreed in principle to establish formal joint governance and funding arrangements from 1/4/18.

3.0 Financial Arrangements

3.1 The Town Council has agreed to fund 50% of the County Council's revenue costs of running Parc Howard and has a budget provision of £100,000 for the 2018/19 financial year. The Town Council would want this budget allocation to cover the full costs of the bowling green provision within the park.

3.2 The Town Council shall make their annual contribution via three payments to the County Council on 1st July, 1st October and 1st January.

4.0 Membership and Voting

4.1 The Group will be chaired by the County Council's Executive Board Member for Culture, Sport and Tourism, who shall have a casting vote.

4.2 The Group shall comprise nominated members of each Council in proportion to the funding contributed by each. Based on a 50/50 split in funding, the Group would comprise 4 County Council representatives and 4 Town Council Representatives. Substitutes will be permitted.

4.3 Additional representatives, officers and experts may be invited to the Group as deemed appropriate.

5.0 Frequency of Meetings / Reporting

- 5.1 The Group will meet monthly, alternately at Town and County Council offices.
- 5.2 Papers for the Group meetings will be circulated 5 working days before the meeting. Late or urgent papers to be tabled only if approved by the Chair or their representative.

6.0 Objectives

- 6.1 The Group's aim is to provide a sustainable future for, and clear prioritisation of future management arrangements / improvements of Parc Howard for the benefit of the people of Llanelli and the wider areas.

7.0 Constraints

- 7.1 Parc Howard remains owned by the County Council. Emergency and other urgent arrangements will remain the responsibility of the County Council.

8.0 Interfaces

- 8.1 The Group will maintain liaison with the following groups, to ensure that relevant stakeholders and fundraisers supporting Parc Howard are engaged and involved in future proposals
- The Parc Howard Association
 - The Friends of Llanelli Museum
 - Llanelli Community Heritage
- 8.2 Additional representatives and experts may be invited to the Group as deemed appropriate.

9.0 Assumptions

- 9.1 The Group will operate under the following assumptions:
- 9.1.1 that there is political support for the work it undertakes;
- 9.1.2 that there is high level support for the Group within the individual organisations;
- 9.1.3 that all members will engage with openness and honesty to achieve the stated objectives; and
- 9.1.4 that funding will be made available on a case by case basis to support its functions and objectives

10.0 Dependencies

- 10.1 A spirit of trust will be required amongst all collaborating parties