



## Full Council 28<sup>th</sup> January:

### Whitby Town Council Public Convenience Working Group

#### General

A working party of and answerable to Whitby Town Council established by Full Council to:

investigate the financial and contractual arrangements concerning the operation and maintenance of the Public Conveniences on New Quay Road, Pier Road, West Cliff, Marketplace, Abbey Plains and Ruswarp.

Consider changes to current arrangements

Identify contract models for the future.

#### Membership, Chair and Quorum

Number of Members	5 plus relevant experts (non-voting) as required
Substitute Members	0
Appointments/Removals from Office	Voluntary
Restrictions on Appointment	None
Restrictions on Chair	Voting Member only, no casting vote.
Quorum	3 voting members
Number of meetings per Council Year	Monthly or as required. Starting W/C 01/02/25
Projected end date	prior to 31/06/26
Current Sub-Committee	None
Decision Making	A recommendation will normally be reached by consensus. It may, however, be appropriate to determine a way forward by taking a vote on a proposal. In such circumstances, the recommendations shall be determined by a simple majority of those members present.

## Terms of Reference

- Responsible for investigating financial history of toilets and identifying recommendations for Council on areas requiring remediation.
- Responsible for investigating contract history of toilets and identifying any recommendation for Council on areas requiring redress.
- Responsible for negotiating interpretation, variation and application of contract conditions, subject to final approval by Full Council.
- Responsible for investigating maintenance issues and identifying areas requiring improvement. With the ability to request expenditure from Council to secure any urgent amendments required to secure efficient the day to day running of the facilities.
- Responsible for preparing a feasibility study to include future sustainability and support from potential partners.
- Responsible for providing 'in person' support to the Proper Office in any contract negotiations. With the ability to request, through the Proper/Supervising Officer, a meeting with any Partners/Contractors.
- Responsible for recording and reporting all findings to Full Council Meetings.
- Responsible for ensuring Data Protection and Commercial Sensitivities are protected.

## Delegated Powers

- The matters referred to in the Terms of Reference (above) are fully delegated.