

The MATA Regal Theatre Company Ltd

Terms of Reference for the Ground Floor Premises Development Group

PURPOSE

A working group formed following the purchase of the ground floor premises, formerly known as Lisa's Vintage Tea Room, to identify development opportunities for the additional space in supporting and furthering the strategic objectives of The MATA Regal Theatre Company Ltd. The group's purpose is to explore options, provide costings, make recommendations to the board and manage the agreed course of action.

Once the development project has been completed the working group will be dissolved unless the board of The MATA Regal Theatre Company Ltd identifies a further role for the group.

COMPOSITION

The working group consists of Victoria Thomas (chair), Ian Melhuish, Sue Swann and Ryan Boulton.

Other members may be invited to join the working group, as agreed by the working group chair and the board of The MATA Regal Theatre Company Ltd.

MEETING SCHEDULE

The group will meet approximately every month, but will meet and liaise informally as frequently as needed, either by their own direction or as determined by the needs of the board of The MATA Regal Theatre Company Ltd.

REPORTING

The chair of the working group will provide leadership to its work, but may delegate this responsibility to other group members at his/her discretion.

The group will keep basic records of its main deliberations and report to meetings of the board of The MATA Regal Theatre Company Ltd.

MAIN RESPONSIBILITIES OF THE SUB-COMMITTEE

- Identifying, costing and managing the options for development of the newly acquired ground floor premises.
- Advising the board and liaising with the Finance and Funding Sub-committee and on the development plans for the premises.
- Requesting three quotations for all proposed works in excess of £500 for ratification by the board.
- Setting a completion date and schedule of works for the development project and routinely monitoring progress against the agreed timeframe.
- Reporting to the board on a monthly basis.

January 2022