

<b>Name of Working Group</b>	Willowbrook Vacant Space
<b>Membership</b> Who should be part of the group, and what rights do they have in decision-making?	<ul style="list-style-type: none"> <li>- Three Didcot Town Council members (voting)</li> <li>- One Didcot Town Council officer</li> </ul>
<b>Purpose</b> Why does it exist? What does it seek to achieve?	To look at options and costs in providing the vacant space at Willowbrook to TRAIN. To consider with the interested parties the nature and duration of any agreement, the provision of utilities, the maintenance and management of facilities. To make a recommendation to the Committee.
<b>Task and finish/ongoing?</b> If task and finish, please define the date or output that marks the groups closure	Task and finish – recommendation made to the Committee
<b>Meetings</b> Does the group meet in person or virtually?	In person
How often should it meet, and should it meet in the day time or evening?	At members' discretion
<b>Reporting</b> How should the business be reported and to whom?	To be agreed by the working group, reports to go to Finance and General Purposes Committee
<b>Minutes published</b> Are minutes required, and who should they be sent to?	No, recommendation to include all required information
<b>Public attendance</b> Can the public attend, can they participate and are there any rules around this?	No, contractual matters will be discussed