



Adopted: 7th November 2024

VE DAY 80 Working Group – Terms of Reference

Membership

Members of the working group will be appointed by the Council and will consist of a minimum of 3 members of the Council, a minimum of 2 representatives from members of the public. The term of membership for a working group will be for a period of one year or to the next Annual meeting of the Council.

Quorum

The quorum of the group shall be 2 Councillors.

Leader

The leader will be appointed by the group. The leader will be the working group's main point of contact for Council staff, Council members, and members of the public.

Responsibilities

The working group will plan and co-ordinate the VEDAY80 celebrations, within the budget agreed by the council.

Powers

Via the delegated powers of the Environment and Community Services Committee, according to the financial regulations, expenditure within the agreed VEDay80 budget will be as follows:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £4999 or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000 at their discretion.

Meetings

The working group will arrange its own meetings and schedule of work. The working group does not meet in public, therefore the Standing Orders are not applicable, although the Code of Conduct still applies. The working group will report formally to the Council.

Minutes

There are no published minutes as this is an informal group of the council.

Amendment / Modification / Dissolution

These Terms of Reference may only be modified by Full Council and the Working Group may only be dissolved by Full Council.