

**WALMER PARISH COUNCIL
TERMS OF REFERENCE FOR
THE WORLD WAR ONE EVENT COMMITTEE**

Approved by Council September 2015

MEMBERSHIP

- The WW1 Event Committee shall consist of up to THREE Councillors who shall be elected, and may be re-elected each year at the Annual Meeting of the Parish Council.
- All Councillors will receive papers for committee meetings or notification by email of their availability on the website and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee shall normally meet every four months in March, July, and November unless varied by the agreement of the Committee
- Meetings will be open to members of the public and the Press and will be publicised as such

FUNCTIONS

- To plan and organise an event to be known as The WW1 Memorial Event to be held on 12 August 2017
- To discuss and make recommendations to the Council
- To obtain all permissions from the responsible organisations to allow the event to proceed lawfully and safely
- Determine contract specifications and oversee service providers and works in line with agreed budgets.
- To appoint appropriate liaison officers, representatives or sub-committee members to facilitate the work of the committee unless previously appointed by the Council.
- To undertake any other functions as may be required by Council.