

## **Terms of reference for Awareness Afternoon Tea Working Party 2019**

Agreed at meeting of C&TP held on 7<sup>th</sup> February 2019

The Working Party for the Awareness Afternoon Tea has no power to spend the budget that has been allocated to the event by the Community & Town Promotion Committee & as such this Working Party is not bound by local government legislation with regard to the convening or publication of meetings held.

### 1. Membership

- 1.1 Membership will consist of members of Malmesbury Town Council, and other interested individuals by resolution of the Community & Town Promotion Committee:

Cllr Helen Wallace

Cllr Gavin Grant

Cllr Catherine Doody

Cllr Carys Hardwick

Cllr Julie Exton

Cllr Gary Darling-Parkes (**Chair**)

- 1.2 The chairman will be elected at the first meeting of the working party.

### 2. Meetings

- 1.1 Meetings will be arranged by the Chair and will notify other members accordingly.
- 1.2 In the absence of the Chairman, meetings will be chaired by another elected chairman for that meeting.
- 1.3 A 'wash-up' meeting will be held approximately 1 month later to review the event and will make recommendations to the Community & Town Promotion Committee for improvements.
- 1.4 Notes will be taken at the meetings for future reference and circulated to all members of the Working party.

### 3. Purpose/Governance of the Working Party

- 1.1 To co-ordinate the Awareness Afternoon Tea.
- 1.2 To agree a community orientated 'awareness' theme for the Afternoon Tea

- 1.3 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.
- 1.4 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.
- 1.5 To ensure that MTC staff are kept up to date with developments of the event.
- 1.6 Any requests for action by MTC staff is made at the earliest opportunity.
- 1.7 To complete a Risk Assessment for the event.