

Terms of reference for WOMAD Working Party 20..

Agreed at meeting of C&TP held on 7th February 2019

The Working Party for WOMAD 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, The Town Team and other interested individuals by resolution of the Community & Town Promotion Committee:

Cllr Carys Hardwick (**Chair**)

Cllr Vandelli

Cllr Julie Exton

- 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 (Cllr Hardwick) 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 in September 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 participation of the Town Council at WOMAD
- 1.2 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.
- 1.3 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.
- 1.4 To ensure that a rota is put together & distributed so that everyone assisting at the tent is aware when they are 'on duty'.

- 1.5 Any requests for action by MTC staff is made at the earliest opportunity.
- 1.6 To complete a Risk Assessment for the event.
- 1.7 To ensure all relevant insurances are available at the request of the organisers.