

Terms of reference for Youth Art Exhibition Working Party 2019

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

The Working Party for the Youth Art Exhibition 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 Fran Vandelli

Cllr Gavin Grant

Cllr Julie Exton **(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 following the exhibition 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 organising of the Youth Art Exhibition.
- 1.2 To liaise with the Chair of the Town Hall & Facilities Committee with dates and set up requirements.
- 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.