

**VE Day 75 TASK & FINISH GROUP**  
(Reporting to Mayoral, Civic Ceremonial & Events Committee)

**Terms of Reference v2**

1 Sustainability

- 1.1 All sub-group decisions should consider the environmental impact on any recommendation decision made by the Council

Advisory Powers

To consider, work-up and prioritise the resources required to stage the VE Day 75 commemorations on 8 May, 2020:

- To provide a 'picnic in the park' in close proximity to the Bandstand in the Recreation Ground;
- To take account of and incorporate the proceedings recommended at national level ;
- To take account of and incorporate, when appropriate, the activities by other outside agencies including the District Council and Stratforward;
- To determine the necessary funding to stage the event, and make a recommendation to the Mayoral, Civic Ceremonial and Events Committee for incorporation into their 2020/2021 budget submission.

3 Powers Delegated to the Town Clerk and Officers

- 3.1 To undertake any specific reviews in accordance with the above and seek specialist or professional advice when necessary;
- 3.2 The approval by the Town Clerk or Deputy Town Clerk of expenditure of £3,500 or less relating to any matter as a result of the Task & Finish Group's undertaking;
- 2.3 In the event that the budget is likely to be exceeded, the matter must be returned to Town Council for a virement of funds as recommended by the Mayor, the Finance & Scrutiny Committee Chairman and the Town Clerk.

4 Membership

- 4.1 Membership of the VE Day 75 Task & Finish Group shall comprise no more than six members with the discretionary, ex-officio attendance of the Mayor;
- 4.2 The Chairman and Deputy Chairman of the Mayoral, Civic Ceremonial & Events Committee may automatically serve on a sub-group instigated by the standing committee, unless they choose not to;
- 4.3 The VE Day 75 Task & Finish Group may co-opt non-voting members with relevant skills, experience and knowledge consistent with these Terms of Reference.

## 5 Quorum

- 5.1 The VE Day 75 Task & Finish Group shall be quorate when no less than three voting members are present;
- 5.2 If less than three voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted nor a decision or vote taken.

## 6 Chairman

- 6.1 The VE Day 75 Task & Finish Group will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders;
- 6.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would automatically take the Chair.

## 7 Clerking Arrangements

- 7.1 If meetings are to be held outside normal working hours, it is unlikely that the Civic Officer will always be available to clerk the meetings and he does not work on a Wednesday afternoon or on a Thursday. The VE Day 75 Task & Finish Group must therefore ensure that appropriate clerking arrangements are in hand from amongst their number;

7.2 Unless an officer has clerked the meeting, the Group shall keep notes of its transactions either electronically or in hard copy and must provide a copy to the Civic Officer who will publish them electronically, upload to the website and make arrangements to retain the notes on file and make them available for public inspection.

## 8 Frequency and Timing of Meetings

8.1 The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any reasonable time in order that urgent issues can be considered and business can be ongoing between Council Meetings;

8.2 A meeting may be held on any day of the week and at any reasonable time of day or evening;

8.3 A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

## 9 Standing Orders

9.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues in a less formal or prescriptive manner.

**Town Clerk**  
April 2020

Approved and Adopted Town Council 28.4.20.