

**TERMS OF REFERENCE FOR THE WORKING GROUP TO REVIEW THE ANNUAL TOWN MEETING  
AND THE CITIZEN OF THE YEAR AWARDS**

**Purpose:**

At the July Full Council meeting it was agreed to set up this working group to look if the above events could be improved upon, add to or if to just carry on with the same process as we do now.

**Membership of Working Group:**

That we should be a group of at least 3 members of the council.

The group members were agreed as Councillor J Exton, Hardwick, Power, Ritchie, Doody.

**Accountability:**

That the working group reports back to Full Council for all decisions to be agreed.

**Meetings:**

That in most instances we shall work by email with meetings in person when required.

**End date** to present our conclusions to Council 18/02/2020

Cllr J Exton