

## Terms of Reference for Malmesbury 'Tunnels' Project (Draft)

Agreed at meeting of C&TP / /2021

The 'Tunnel's project is to further the work already accomplished for St. Aldhelm's Day Fair May 2021 and to work with other parties towards the possibility of setting up an exhibition at the Museum, publishing a booklet and further promotion of the Town. The exact work will be determined by the working party and brought back to Community and Town Promotions Committee for agreement.

The Working Party project 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 Kim Power ; Cllr Campbell Ritchie; Others to be invited

- 1.2 The lead/ chairperson will be Cllr Kim Power, following on from previous work for the St. Aldhelm's Day Fair in May 2021.

### 2. Meetings

- 2.1 In the absence of the Chairperson, meetings will be chaired by another elected chairperson for that meeting.
- 2.2 A 'wash-up' meeting will be held after the event/ work completed to review the same and will report to Community & Town Promotion Committee with the outcome and recommendations for improvements, should they be required.
- 2.3 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

- 3.1 To co-ordinate events taking place during the 'Tunnels' project.
- 3.2 To report to the Community & Town Promotion Committee regularly requesting ratification of expenditure which may be incurred.
- 3.3 All Members of C&TP are able to attend meetings of the Working Party and ask for any relevant documentation.
- 3.4 To ensure that MTC staff are kept up to date with developments of the event.
- 3.5 Any requests for action by MTC staff are made at the earliest opportunity.
- 3.6 To complete a Risk Assessment for any event, if appropriate.
- 3.7 To ensure all relevant permissions/licenses are applied for (ie road closures, parking suspensions, performing rights, DBS checks), if appropriate.