



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

## **Terms of reference for the Wendover Events Working Group**

### **1. Authority**

The working group is appointed by and is solely responsible to Wendover Parish Council (WPC) and reports through to the Amenities Committee. The working group are to explore and recommend ideas to the Council on a regular basis and should ideally meet once per month.

Working groups must not commit the Council to expenditure as they have no powers as an informal group.

### **2. Membership**

The membership of the working group will be reviewed as necessary and may include staff and non-Cllrs.

The Council may co-opt new members to the working group at any time and specialists may be consulted as members or non-members of the group for research purposes.

A working group should be treated as an advisory Committee and is therefore permitted to full membership of non-Cllrs. Membership should not exceed eight persons, with at least two Councillors.

### **3. Chair of the Working Group**

Working groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting. This would normally be the Events and Estates Manager.

### **4. Agenda Setting**

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

### **5. Record of Proceedings**

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

### **6. Objectives**

Primary Purpose: To examine and recommend matters relating to events organised by Wendover Parish Council

Specifically, the working group should aim to: -

- a) Consider the current events programme and look to ways they can be improved for the benefit of the community.
- b) Consider the scheduling of events throughout the year so it supports other community events and does not clash with any major community efforts.
- c) Consider new events and attractions to recommend to Amenities Committee.

## **8. Public Participation**

Working groups are not required to meet in public as no formal decisions are made by a working group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the working group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

## **9. Conduct by working group members**

Working group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

### **All members must:**

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review: 7<sup>th</sup> May 2024