



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

RAF 100 Working Party - Terms of Reference

1. The RAF 100 working party is constituted to assist Odiham Parish Council's Community Committee in bringing together a street party and cart race to celebrate 100 years of the RAF. This will include the planning and promotion of the event and the liaison with other parties.
2. The working party will remain in existence until disbanded on agreement by the Community Committee.
3. The working party is to be comprised of two representatives from OPC, a representative from the RAF and volunteers from the community. The Community Committee will approve the membership.
4. Other members of the community may be engaged by the working party to assist in specific tasks. This must be agreed by the working party, with names and specific responsibilities recorded in the monthly meeting report.
5. A Chair will be appointed at the first meeting of the working party and a member of OPC will be in attendance at all meetings.
6. The working party will not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct will still apply.
7. The working party holds delegated authority from OPC to collect data, request input from other agencies and organisations. OPC is the data controller and all data will be held in the parish office only.
8. The working party does not hold executive powers to commit to any resources without the prior approval from the Community Committee.
9. Meetings will be held when necessary and a Cllr will be appointed to take the notes and to report back to the Community Committee.
10. The Community Committee will set a budget for a contribution towards the event.
11. At least one Cllr must be a signatory on any bank account set up by the working party. Other signatories should be recorded to the parish clerk.
12. All volunteers will be covered by OPC's insurance when working on behalf of the working party as long as the appropriate policy and health and safety guidelines have been followed.

Signed by the Chair of the Community Committee: _____

Dated: _____