



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Armed Forces Day Working Party - Terms of Reference

1. The Armed Forces Day working party is constituted to assist Odiham Parish Council's Community Committee in bringing together an Armed Forces Day celebration including a themed box cart race event. 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 representatives from OPC's Community Committee and includes an invitation to InOdiham and RAF Odiham. 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. Confirmed resources include OPC's PA equipment, the stage and banner A Frames.
9. Meetings will be held when necessary and a member of the working party 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 and all finances will be handled by the RFO.
11. 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: _____