



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

VE Day 2020 Working Party - Terms of Reference

1. The VE 2020 Day Working Party is constituted to assist Odiham Parish Council's Community Committee in bringing together a VE Day celebration on Friday 8th May 2020. This will include the planning and promotion of the event and liaison with other parties who wish to be involved.
2. The Working Party will remain in existence until disbanded by agreement of the Community Committee.
3. The Working Party will be comprised of representatives from OPC's Community Committee and those of other interested organisations e.g. InOdiham and RAF Odiham. The Community Committee will agree membership.
4. In agreement with the Working Party other members of the community may take responsibility for or assist with specific tasks; specific responsibilities will be recorded in the Notes of the Working Party meetings.
5. A Chair will be appointed from those attending the first meeting; at least one member of OPC must be in attendance at each meeting.
6. Meetings will be held as necessary. A member of the Working Party will be appointed to take the notes which will be reported to the next Community Committee and placed on the Council's website.
7. The Working Party will hold and manage data in line with the Council's Data Protection Policy.
8. The Working Party cannot commit resources without the prior approval of the Community Committee. All of the Parish Council's community resources such as PA equipment, stage and banner A Frames etc. will be make available for the use of the Working Party.
9. The Community Committee will have an agreed budget for the event. Further finances may be applied for as necessary however the event will be expected to generate some of its own income. The finances will be handled by the OPC office.
10. 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 are followed.

Signed by the Chair of the Community Committee: _____

Dated: _____

12/11/19