



Wallingford Town Council

VE DAY 80TH CELEBRATION WORKING GROUP

Scope of the Working Group

At the Civic and Ceremony Extraordinary meeting held on the 8th of January. The above celebration was discussed. It was agreed to create an Officer led Working Group to ensure the smooth running of the event. Non-Officer members should not make decisions or act unless appointed to do so.

Purpose

The purpose of the Working Group is to meet and make decisions regarding the VE Day Celebration being held on the 8th May 2025. The remit and purpose are to oversee and support the running of the celebration.

Membership

Membership shall comprise of the Civic Secretary/Senior Administrator who will take the lead and implement all decisions made by Wallingford Town Council. The Civic Secretary/Senior Administrator has delegated authority as an Officer to have the final say regarding actions required to be carried out.

Members shall comprise of Town Councillors and members of the community. Membership will need to be ratified at Full Council.

In this instance it is recommended that the Membership be no more than nine.

Meetings

The frequency and time of meetings will be determined by the Working Group.

Agendas shall be prepared and circulated prior to the scheduled meetings.

Meeting notes will be taken and must include recommendations for Full Council to make decisions at the next subsequent meeting regarding the recommendations being made.

After the event

After the event there will be a feedback meeting and the Working Group will be dissolved.