

Terms of Reference  
Warlingham Parish Council (the “Council”) and the  
Remembrance Day Working Group

1. Purpose

To organise the annual Remembrance Sunday event at Warlingham Green including the parade, ceremony, hosting of dignitaries and other visitors on the day. This will include matters of logistics, administration and Health & Safety.

2. Authority

The Working Group is established by and takes its authority from the Council. It is accountable to and shall report to the Council.

The Working Group is not authorised to let, take or make any contract, license or lease. Nor to make or approve any expenditure that is or shall at any time be a liability of the Council.

3. Membership of the Working Group

The membership of the Working Group will be two councillors, representatives of local groups including the Church Hall Management Committee, Scouts Association and the Warlingham Flute Band.

4. Meetings

The Working Group will meet as often as required to progress the event; it is expected that this will not be less than once a year. Meeting notes should be submitted to the Parish Clerk.

There must be four members present to constitute a quorum, of whom two must be parish councillors.

The Chair of the Working Group will be elected by its members annually. In the Chair’s absence from a meeting of the Working Group, the Group must appoint a Chairman, from those present, as its first action.

5. Conduct

The Working Group must act in a professional manner and maintain the high standards of the Council in all its meetings, communication and business and Parish Councillors must comply with the Council’s Code of Conduct.

6. Appointment of Council representatives to the Working Group

The Council will appoint members to the Working Group from among its membership. Appointments shall be made at the Annual Meeting of the Council and shall hold office for a term expiring on the date of the next Annual Meeting. Additional or replacement members, drawn from the members of the Council, may be appointed by the Council during the year. The term of office shall cease at the next Annual Meeting of the Council.

7. All Principles and Policies of the Council to apply, including:

The Parish Council Code of Conduct  
Policies relating to data protection legislation

Notes of the meetings to be publicly available