

Batheaston Parish Council

Working Group to organise a Village Party to Commemorate D-Day, Sunday 9th June 2024

Terms of Reference

1. As resolved at the meeting of the Council 12th September 2023, Council will create a Working Group to develop plan for a Party to commemorate the 80th Anniversary of D-Day. Cllr Squire was nominated to develop this Terms of Reference with the assistance of the Clerk. Following consultation with Officers in Traffic Management at B&NES, the date is Sunday 9th June 2024 (rather than Saturday 8th, which would cause too much disruption to buses and other traffic).
2. The expectation is that the party will break-even financially; the aim will be that profits will be made on the sale of refreshments, etc, to cover (but not exceed) the costs.
3. The Working Group shall have the following responsibilities:
 1. To engage with the community to:
 - a. Publicise the party, and ensure good attendance
 - b. Seek their views and suggestions to ensure a successful party
 - c. Seek the involvement of residents in preparing for and running the party.
 2. To prepare for the party:
 - a. Ensuring all necessary licences and permissions are granted (to be actioned by the Clerk)
 - b. Contract with entertainers and stall-holders as required
 - c. Develop a detailed plan for the event to ensure that it is safe and without incident, considering major risks including inclement weather.
 - d. Publicise widely
 3. To hold the party:
 - a. Set up the party, to manage access and flow, and mitigate risks.
 - b. Host members of the public, ensuring their safety
 - c. Run stalls and other entertainment; oversee contractors
 - d. At the end of the party, tidy up and remove all waste, return, store or disburse supplies as necessary.

Responsibilities and Powers

1. The Working Group will be able to discuss options and possible actions with external agencies.
2. The Working Group will be able to seek professional advice, which may in some cases be confidential.
3. A budget of £5,000 will be delegated to cover the up-front costs of the party, to be managed in accordance with the Council's Standing Orders and Financial Regulations.
4. All substantive decisions must be taken to Full Council Meetings.

Membership

1. Councillor Squire will be the lead for the Working Group.
2. Membership will be open to the public.
3. The Clerk will support the Working Group in administration and policy matters.

Timescales and Reporting

1. The Group will report to Council meetings regularly
2. Cllr Squire and other members of the Working Group will keep the wider community informed as appropriate.

Cllr Squire

Richard Maccabee – Parish Clerk