



Okehampton Town Council

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Okehampton Celebrates in the Park Task & Finish Group

DRAFT - Terms of Reference

Membership and Structure

The core constitution of the Group shall consist of Okehampton Town Council Officers, Okehampton Hamlets Parish Council, Museum of Dartmoor Life, Okehampton United Charity, and any other groups or organisation who may wish to be involved including Simmons Bowling Club if they wish to join.

Meetings will take place within normal working hours.

The Chairman of the Group shall be chosen from its Members.

Purpose

The purpose of the Group is to consider events to be held on 9th July 2023 in Simmons Park to mark a number of anniversaries including:

- 400th Okehampton Charter
- 150th Okehampton United Charity
- 125th Okehampton Hamlets Parish Council
- 100th Simmons Bowling Club
- 50th Okehampton Town Council

The group will work together to form a display or similar relevant to the anniversaries and may also, if required, assist and support Everything Okehampton and Okehampton Community Recreation Association with making the arrangements for other activities celebrating the event.

Okehampton Town Council will only contribute towards the costs of events that are taking place within the town boundary, with which it is involved and have been approved by the Policy & Resources Committee.

Reporting

This is a non-decision making group who shall report to meetings of the Policy & Resources Committee as and when necessary.

Task & Finish Group – A group with a clear time frame whose remit is to investigate options and report recommendations to the Council or Committee as designated

Working Group – A group without a clear end date whose remit is to investigate options and report recommendations to the Council or Committee as designated