

NEWPORT PARISH COUNCIL

VILLAGE FETE WORKING GROUP – TERMS OF REFERENCE

Status

This is a Working Group whose role is to organise the Village Fete for 2025 and distribute the profits of the Fete to those village organisations that take part, commensurate with their involvement in the Village Fete.

It may make recommendations but it is not a decision making body.

Membership

Councillors Mike Hannant and [one or more] will be the initial councillors on the Working Party. Other councillors and members of the public may be invited to join the Working Party and/or attend Working Group meetings. At the first meeting of the Working Party a Chairman and Vice Chairman will be elected.

Meetings

Meetings will be held as and when required at a location agreed by the Working group. Minutes need only be taken if required. The process is to be managed by a project plan with actions.

Objective

To organise the Village Fete for 2025 and distribute the profits of the Fete to those village organisations that take part, commensurate with their involvement in the Village Fete.

Financial Controls

The collection of proceeds, payment of expenses and distribution of funds will be through the Parish Council bank account

Reporting

A councillor, who is a member of the Working Group, will report monthly at the Parish Council meetings.

These Terms of Reference were approved at the Parish Council meeting of 3rd February 2025, agenda item 25/197.