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TERMS OF REFERENCE – CENOTAPH CHARITY

Date adopted: 18th May 2022

Review date: Annually - May 2023

Version Control:

Version	Date	Author	Rationale/Detail
0.1	18/05/2022	Town Clerk	

Membership

The Charity shall consist of five Members plus Chairperson and Vice Chairperson (ex-officio)

Delegated Business

The Charity has delegated authority to deal with the following matters to conclusion:

- Administration, maintenance and use of the Cenotaph in its entirety
- Setting of conditions of use, provision of equipment for areas under its control
- Liaison with community organisations which have an interest in the maintenance of the Monument
- To oversee any administration requirements of the Charity Commission
- To organise an Annual Meeting of the Charity and any such other meetings deemed necessary

Referred Business

To consider and make recommendations to Town Council and / or Policy & Resources Committee on the following matters:

- Budget estimates to be prepared no later than November in each year in order to advise the Town Council of the Annual Grant Requirements
- Provision of additional facilities deemed necessary or desirable within the environs of the Cenotaph
- Provision and / or improvement to the structural area of the Cenotaph
- Any other matters referred to the Cenotaph Committee by the Town Council