



War Memorial Working Group Terms of Reference

1. The War Memorial Working Group is constituted to

Research, propose and oversee works to improve the general appearance and condition of the war memorial.
2. In carrying out these functions, the working group
 - i) Has authority to liaise with third party organisations and contractors.
 - ii) Request and review data from contractors and principal authorities.
 - iii) Consult with the Odiham, North Warnborough and RAF Odiham communities.
 - iv) Make applications for grant funding and receive donations, on behalf of OPC.
 - v) Make planning applications relating to agreed work and projects.
 - vi) Through the Clerk, seek professional advice such as advice on planning, legal and financial matters.
 - vii) Does not have delegated financial authority, however, the Clerk may liaise with working group members on financial matters which fall under the Clerk's delegated authority.
3. General
 - i) All serving Councillors may request to be a member of the group.
 - ii) The minimum membership is two councillors plus support from a member of staff. This is also the quorum for working group meetings.
 - iii) The group may invite community representatives and non-councillors to participate in meetings and joint working parties, subject to the working group's view that their input adds value. Non-councillors do not have voting rights.
 - iv) The working group may appoint a Chair.
 - v) Full Council retains overall responsibility:
 - a. The Working Group must provide regular progress reports to full Council.
 - b. The Working Group does not have authority to agree or sign any contracts or deeds.
 - vi) The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
 - vii) Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
 - viii) Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.