

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
TheHub@Stalbridge,
Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG
Tel 01963 364276.
Email: clerk@stalbridgetowncouncil.gov.uk

Terms of Reference

Name

The Name of the organisation will be the “**Stalbright**” hereafter referred to as the group.

Purpose

- 1) To support local community projects / events to enhance the sense of community in Stalbridge including a Christmas event. Refer to the annual Group Project Plan.

Delegated Powers

The group will have delegated powers to authorise expenditure within the remit of the account named **Stalbright**.

Membership can be modified by the group and report of changes made to the Town Council. It is a requirement that one Town Councillor is a member of the group at all times.

Roles & responsibilities

To support local community projects and facilitate the events associated with the Christmas celebrations.

The Town Council group member is are responsible for reporting and delivering any recommendations made by the working group to the Town Council via agenda items.

Notes

The Town Council will be the “legal” entity for the project with any associated monies, bank accounts (if required) and supplier contracts. The Town Clerk will cover the administration associated with any of these matters as part of normal duties. The policies adopted by the Town Council will apply to this Group. All policies can be viewed at <http://www.stalbridgetowncouncil.gov.uk/>

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APPENDIX A

The Stalbridge Town Council Standing Orders (adopted 04.06.14) and financial regulations shall be adhered to by the group, with the exception of Clauses 9 and 17, as detailed separately:

1. Rules of Debate
2. Disorderly Conduct at Meetings
3. Meetings generally
4. Committees and sub-committees
6. Extraordinary meetings
7. Previous resolutions
8. Voting on appointments
9. Motions*
10. Motions not requiring written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
17. Accounts and accounting statements
18. Financial controls and procurement
20. Requests for information

APPENDIX B

All of the Town Councils policies that relate to the operation of the group are applicable and available to view on the town council web site <http://www.stalbridgetowncouncil.gov.uk/town-council-policies.html>

Annual Project plan 2018/19

Take part in the 'Stalbridge Rocks' with a Stalbright and Lantern rock

Run the café and the Hub Open morning 07.04.18

Host the quarterly Community Fayres and run the café at these events

Armastitch – Community project to craft poppies to commemorate the 100th anniversary of the 1st World war.

Poppy making cafes at the Hub from the 23rd April every Monday morning 9.30-11.30 am.

Poppies to be displayed in town locations and lay a community wreath at the War Memorial

AGM - September

Arrange for group information to be included in the Community Information office welcome packs

Flags will not be put up this year (lack of resource)

Christmas 2018

Lighting up the town and the lighting up event to include the annual lantern parade

Floodlight the Church Tower over the whole Christmas period